

Like many other theological institutions, Louisville Seminary conducts criminal history checks for all first-level degree students. This policy has been adopted to address the safety and well-being both of our Seminary community and of the churches, agencies, and other institutions that our students and alums serve.

Our checks will include these steps:

- verification of social security numbers;
- searches of state data bases for criminal histories;
- motor vehicle violations and sexual offender lists; and
- searches of county or other local jurisdictional criminal records of the last three places of residence.

The Admissions Committee may consider the impact of any offenses disclosed in these checks as possible grounds for denial of admission.

In addition, we take seriously what applicants say about themselves. As a crucial part of the admissions process, applicants provide several kinds of information about their personal and academic backgrounds. Either failure to make written disclosure of information which the admissions form requires or misrepresentation in the information supplied constitutes a *prima facie* basis for denial of admission. Where omissions or misrepresentations come to light after matriculation at the Seminary, the student is subject to dismissal.

The care we bring to our admissions process recognizes that personal integrity and spiritual maturity are essential to good ministry. Yet we recognize also that no one is without sin, and that in the mystery of redemption even serious misdeeds have sometimes been a part of what leads a person to seminary. Moreover, we know that people come to the attention of criminal justice systems for a variety of reasons—including not only the commission of crimes but also mistaken allegations, civil disobedience, and such systemic injustices as racism. Accordingly, no charge or past offense automatically disqualifies an applicant from admission. All records will be evaluated in context, and, prior to the admission decision, applicants will be allowed the opportunity to respond to any items which appear on the report. Our “Admissions Process” document describes this procedure in more detail.

Louisville Presbyterian Theological Seminary has retained Selection.com to obtain information on applicants. For further information about Selection.com:

Selection.com  
PO Box 531172  
Cincinnati, OH 45253  
800.325.3609  
www.selection.com

**CRIMINAL HISTORY CHECKS**  
(For U.S. Citizens and Permanent Residents Only)

Social Security Number: \_\_\_\_\_

Place of Birth: \_\_\_\_\_  
*city / state or equivalent*

Date of Birth: \_\_\_\_\_ Gender: M / F  
*month / day / year*

Driver's License #: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Previous Name (s): \_\_\_\_\_

\_\_\_\_\_

Please provide the last three addresses in the United States at which you resided (starting with the most recent):

Address 1 (specify dates: from \_\_\_\_\_ to \_\_\_\_\_)  
*month/year month/year*

\_\_\_\_\_  
\_\_\_\_\_

Address 2 (specify dates: from \_\_\_\_\_ to \_\_\_\_\_)  
*month/year month/year*

\_\_\_\_\_  
\_\_\_\_\_

Address 3 (specify dates: from \_\_\_\_\_ to \_\_\_\_\_)  
*month/year month/year*

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged with, convicted of, or pleaded guilty to, criminal charges?

yes  no

If "yes", please explain (*if you need more space, please attach a separate sheet*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

*(continued on next page)*

**Selection.com/Louisville Presbyterian Theological Seminary  
Student Applicant Inquiry Release**

In conjunction with my application for admission to Louisville Presbyterian Theological Seminary, I understand that you intend to hire Selection.com of Cincinnati, Ohio, to obtain Consumer Reports and/or Investigative Consumer Reports (hereinafter called "Reports") about me as defined in the Fair Credit Reporting Act (FCRA). These "Reports" may include the verification of my social security number and information concerning my motor vehicle record, civil litigation history, and/or criminal record.

I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer of admission to me. If you contemplate making an adverse admission-related decision that will affect me based, in whole or in part, upon a "Report" obtained from Selection.com, I will be provided with a copy of the "Report" and a written summary of my Consumer Rights under FCRA before you finalize that decision.

In addition, I understand this form will be retained as a permanent part of my academic record. I also understand the "Report" may be shared with any and all other parties having to do with my educational experience, including but not limited to Field Education Supervisors and Practicum Supervisors. I have read the above disclosure and I hereby authorize you, Selection.com, or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations, and individuals to provide any of the above referenced knowledge or information they have concerning me.

If I am admitted and matriculate, this authorization shall remain on file and shall serve as an on-going authorization for you to obtain "Reports" about me from Selection.com at any time during my time as a student at LPTS. A photocopy or facsimile of this authorization shall be as valid as the original. I agree that any and all disputes arising from this "Report" shall be brought only in state or federal court in the State of Ohio and shall be governed by, and construed in accordance with, the laws of the State of Ohio.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_