



## AGREEMENT TO RETAIN CHURCH KNIGHTS

Thank you for retaining Church Knights to provide you with professional administrative services. I assure you that your expectations in this matter, to the extent that we can influence them, will be met. This agreement will confirm the terms of engaging Church Knights.

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Name of IPHC GMC Department, Conference or Member Church

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Name of Department Administrator or Supervisor, Conference Bishop or Church Pastor

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Mailing Address	City	State	Zip
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Phone	Fax	Email Address
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List Names and Email Addresses of Persons authorized to request services, if different from above information:

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This will confirm that the GMC Department, Conference or Member Church, listed above, hereinafter known as the CLIENT, is/are retaining Church Knights, to initiate inquiries and/or conduct an investigation regarding the following matter:

Pasquale Imbimbo, DBA Church Knights declares he is licensed, bonded and insured. The IPHC GMC, Conferences and Members Churches are shown as additionally insured on Church Knights Insurances. Affiliated Churches are covered under the insurance but not specifically named.

Church Knights will undertake all aspects of attempting to investigate said matters and will do so at our own discretion, by way of any lawful, and ethical, means deemed appropriate, and necessary, in accordance with the state and federal law, and accepted professional practices.

The Client will indemnify, and hold harmless, Church Knights, it's agents, employees, and sub-contractors, from, and against, any and all liability, loss or damage, including reasonable attorney's fees, that Church Knights may sustain, as a result of any claims, demands, costs or judgments which may be brought against Church Knights as a result of the investigation that you have requested.

The Client agrees that if any misrepresentation of information is, or has been, made, to Church Knights or if pertinent information is withheld from Church Knights, it could render this contract null and void.

The Client agrees to hold Church Knights harmless from any negligent, reckless, or illegal activities conducted by Client, or Client's representative(s), based on information provided by Church Knights to the Client. Client is informed, and agrees, that in the event the Client conducts any illegal, or questionably legal, activities with

information provided by Church Knights, Church Knights will at its discretion, inform any appropriate law enforcement agency or take any action to protect Church Knights, or the community, as deemed necessary.

The Client and the Clients representative(s) agrees to hold Church Knights harmless from any, and all, claims resulting from Client's arrest, prosecution, or litigation for any such illegal or questionable activities.

The Client and Church Knights mutually agree to keep one another fully advised of evolving developments and/or newly developed data that could reasonably be considered helpful to the investigation in progress.

Special Note: For the purpose of this Agreement, Client and Representatives means all paid and non-paid employees, volunteers, members and their family members.

### **COMPENSATION/FEES:**

The \$35.00 basic flat rate review will include the following Background Review in the United States:

- Name Verification
- Address History and Verification
- Criminal Records
- Wants and Warrants
- Sexual Registration and Predator Databases
- Negative Social & News Group Postings
- Liens, Judgments and Bankruptcies

Foreign Background Reviews are available and fees vary by the country. To my knowledge there is only one service that provides reliable foreign background reviews. I do have a contract with them. Each review will require a discussion and prepayment as the contract I have with them requires pre-payment.

All other employment and administrative services will be available with the fees discounted. The fees vary from state to state in these matters and a flat rate cannot be applied. These additional services will require a discussion between the Client and Church Knights as these additional services require time and communications fees.

Examples are:

- Employment Verification
- Reference Verification
- Credential Verification
- Screening & Interview Services
- Credit Checks
- Asset Search
- MVR Records

### **COMPLETION OF ASSIGNMENT:**

Some background reviews will be as large as 60-75 pages.

Church Knights will scale the report to a one page report of pertinent information and data. A sample report is included at the end of this agreement. All negative or derogatory information will be listed if any.

The report will be sent to the email on file. Church Knights will file and house the complete report on its server and at secure remote site.

The complete report can be requested and will be sent via email. A paper copy will require additional fees and shipping.

## **BILLING:**

### **Credit and Debit Cards**

A Credit or Debit Card Portal is provided when you log in to the Member Log-In. The card will not be charged until the requested service is completed.

We have found that most Pastors and Churches prefer to use a debit or credit card for these services and not deal with a billing and invoice process.

A paid receipt will be either emailed or included with the report.

Special Note: We do not store or file debit or credit card information unless specifically requested to do so.

### **Invoice Billing by the Transaction**

This service is available but costs to perform on both ends. If your bookkeeping systems requires this method we will comply, but it costs you additionally as well as Church Knights. The procedure requires discussion with Church Knights.

### **Monthly Billing**

Several of our clients run 15-35 backgrounds a month, for these clients and with prior approval we will provide monthly billing by which the Client may pay by credit or debit card or by check. This procedure requires a discussion with Church Knights.

## **PASSWORDS:**

Once the agreement is executed and received, the Client will receive a password which will work in conjunction with the email address the Client provided to request services and receive reports. Please hold this password securely as the Client will be held liable for misuse of the services provided by Church Knights.

## **INFORMATION AUTHORIZATION/RELEASE FORM:**

The Information Authorization/Release Form which is included at the end of this agreement must be used for each and every request for Background Reviews. It is mandatory. The Client is required to have this document fully executed prior to requesting services. The Client is required to maintain this document in a securely held manner and agrees to transmit this document to Church Knights when and if requested. Failure to do so will be grounds to terminate this agreement. Several clients fax or scan and email the executed form to us for safe keeping.

## **REQUIREMENTS, PROMISES & GUARANTEES:**

Client understands and hereby acknowledges that no promises or guarantees have been expressed orally or in writing by Church Knights relating to the outcome of an assignment or request. The information contained in any report may not be complete. The information is gathered from a variety of sources, public and private, that Church Knights has no control over and are subject to human error, merger thru computers, or common key entry errors.

The amount and accuracy of the information provided is limited to the information provided by the client.

The Client promises and guarantees that they have the legal authority to request the services and the results of the requested services will be used legally and securely. The Client additionally promises and guarantees the electronic and printed results and correspondence will be secure and not for public use or distribution.

The Client promises and guarantees that they in fact have in their possession a signed Information Authorization and Release and promises and guarantees that this document will be held securely and transmitted to Church Knights when and if requested.

**CANCELLATION OF SERVICES**

The Client or Church Knights may terminate this agreement at any time by notifying the Client or Church Knights, verbally, by email, by phone, by fax.

**BINDING EFFECT**

This agreement shall be a binding document.

The Client, by signing this agreement, certifies he/she/they have thoroughly examined and fully understands the foregoing agreement, has authority to retain such services and enter into the agreement. Church Knights and Client mutually agree that all information regarding this matter will be kept in the strictest of confidence.

I have reviewed the foregoing, and agree, understand and accept all of the terms and conditions.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for trusting us with your security needs.

Rev. Pasquale Imbimbo  
Church Knights  
142 Beecher Road  
Granville New York 12832  
churchknights@aol.com  
www.churchknights.com  
346-219-0373

The signed copy of this agreement can be mailed, faxed or scanned and sent by email.

# Church Knights Information/Verification Release Form

Employee/Applicant Full Name: \_\_\_\_\_

**PLEASE PRINT**

Complete Current Address: \_\_\_\_\_

SSN: \_\_\_\_\_ Current Phone Number \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

## AUTHORIZATION AND RELEASE

I, \_\_\_\_\_ having filed an application for employment with \_\_\_\_\_ do hereby request and consent to have an investigation made as to my character, professional reputation, and general fitness for the position I have applied for, now or at any time during my employment, and to verify the accuracy of the information supplied on my application, and such other information as may be received, all of which will be reported to my prospective employer,

I hereby agree to give any further information, which may be required, concerning my past record. I understand that the contents of my background report are confidential. I will be given a copy if I so request.

I also authorize, and request, every person, firm, company, previous employer, corporation, governmental agency, law enforcement agency, court, association or institution having control of any documents, records or other information pertaining to me, to furnish to Pasquale Imbimbo, Church Knights, as agent for my prospective employer, any such information, including documents, records, and files, whether formal or informal, pending or closed, or any other pertinent data; and to permit my prospective employer, or any of its agents or representatives to inspect and make copies of such documents, records, files or other information.

I also understand and agree that neither my employer, nor its agent(s), is responsible for the accuracy of the content of any records located by, or delivered to, them by any entity.

I hereby release, hold harmless, discharge and exonerate its agents or representatives and any person, so furnishing information, from any and all liability, of every nature and kind, arising out of the furnishing or inspection of such documents, records, files and other information or the investigation made by Pasquale Imbimbo, Church Knights or its agents.

I have read the foregoing document and I have answered all questions with respect to my application for a background report fully and frankly. The answers are complete and true and I affix my signature hereto freely and voluntarily.

**Copies of this document shall carry the same authority as the original.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness/Employer.

**ATTENTION: The Global Ministry Center Department Director or Supervisor, Conference Bishop, Church Pastor or Administrator is responsible and required to maintain this document on file as per the usage agreement with Pasquale Imbimbo, Church Knights. A separate document needs to be generated for each background check requested.**

**ATTENTION: For the purpose of this document, employment means, paid or unpaid employment, full-time or part-time, volunteer or employee.**



## Confidential Report

Name: Harold *ZZZZZZZZZZZZZZZZ*  
Report Date: June 29, 2011

A comprehensive background investigation was conducted on the above listed date.

Address Data Confirmed

Possible Criminal Records	None Found
Sexual Offense Registries	No Entries Found
Pending Criminal Filings	None Found
Bankruptcies	None Found
Liens	None Found
Judgments	None Found
UCC Filings	None Found
Credit History	No Derogatory Entries

The applicant has 12 traffic citations and moving violations in the last 36 months. If this applicant is going to operate a vehicle owned or leased by the church a local MVR report is suggested.

A complete report with all documentation has been archived and may be requested in the next 60 days.

Thank you for trusting us with your security and risk management needs.