

# BACKGROUND RELEASE AND AUTHORIZATION

I, \_\_\_\_\_, in connection with my application for volunteering at (check one or both):

- June 17-29, 2011 (YMUW, Inc.)       August 12-14, 2011 (YMUW of the South Bay, Inc.)

I hereby authorize the above (checked) organization(s) and a Consumer Reporting Agency chosen by that/those organization(s), to perform a pre-volunteering background screening check. I understand and agree to the following:

- 1) A background check is not only for the benefit of the organization as a sound business practice, but also for the benefit of all volunteers. It is no reflection on an applicant.
- 2) I HAVE SIGNED A SEPARATE DISCLOSURE DOCUMENT CONCERNING MY RIGHTS.
- 3) All reports are **confidential** and provided to the above organization for employment decisions only. In the event that I am volunteering through a volunteering firm or other agency, the report may be released to the place where I am actually volunteering. Reports are done in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws. The Consumer Reporting Agency does not make or give any volunteering opinions.
- 4) I may review or obtain a copy of my report as provided by law. The Consumer Reporting Agency contact information may be obtained from the organization(s) checked above at their regular contact address, phone number, email, etc.
- 5) **I authorize and release people, companies, references, current and former employers, schools, credit bureaus, government agencies and courts, and agencies that provide motor vehicle records to provide all requested information to the organization(s) checked above or there Consumer Reporting Agency.**
- 6) I further release all the above, the organization(s) checked above and their Consumer Reporting Agency, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
- 7) I agree that a copy or fax of this document shall be as valid as the original and that the organization(s) checked above, or their Consumer Reporting Agency, may contact me by phone at the following number to clarify information. (Area code and Phone): \_\_\_\_\_.

**Please indicate the following:**

- 1) Have you ever been convicted of a crime? (Please exclude convictions for minor traffic or marijuana related offenses, convictions that have been sealed or legally eradicated and misdemeanor convictions for which probation was completed and the case was dismissed.)      Yes \_\_\_\_\_ No \_\_\_\_\_
- 2) Are you currently out on bail, or released on your own recognizance pending trial or have a pending warrant?      Yes \_\_\_\_\_ No \_\_\_\_\_
- 3) If the answer to either 1 or 2 is "Yes", please explain on the back or separate paper. (an affirmative answer to any of the above will not necessarily disqualify you from volunteering).

Your signature \_\_\_\_\_ Date \_\_\_\_\_

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.

PLEASE PRINT CLEARLY. ANY INFORMATION THAT IS NOT LEGIBLE WILL CAUSE DELAY.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Social Security Number \_\_\_\_\_

Last Name                                      First Name                                      Middle Name

Mo \_\_\_\_\_/day \_\_\_\_\_/year \_\_\_\_\_ Date of Birth (Month & day mandatory/Year optional)      \_\_\_\_\_ Former Names/other names used      \_\_\_\_\_ Date of Name Change

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Driver's License Or I.D. Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Name as it appears on Drivers License

**May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_**

PLEASE PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED FOR THE PAST SEVEN YEARS INCLUDING ZIP CODES (USE BACK IF NEEDED)

CURRENT : \_\_\_\_\_

FULL STREET ADDRESS	APT. #	CITY	STATE	ZIP CODE	YEARS
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FORMER : \_\_\_\_\_

FULL STREET ADDRESS	APT. #	CITY	STATE	ZIP CODE	YEARS
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FORMER : \_\_\_\_\_

FULL STREET ADDRESS	APT. #	CITY	STATE	ZIP CODE	YEARS
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Check here if ADDITIONAL addresses on back \_\_\_\_\_

## DISCLOSURE

For everyone's benefit, **YMUW, Inc.** and **YMUW of the South Bay, Inc.** have a policy of pre-volunteering background screening reports on job applicants as a condition of volunteering. This policy is a business necessity that protects everyone by helping to promote a safe volunteering environment. All pre-volunteering inquiries are limited to information that affects volunteering performance and the volunteering environment. It is conducted in accordance with applicable federal and state laws including the Fair Credit Reporting Act (FCRA). The screening will be conducted by an outside agency as chosen by YMUW (South Bay and North Bay) and, as a result, may obtain a Consumer Report and/or an Investigative Consumer report on you as an applicant or during volunteering.

**1. A Consumer Report** consists of information deemed to have a bearing on volunteering performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning my driving record, civil and criminal court records, credit, worker's compensation record, education, credentials, identity, past addresses, social security number, previous employment and personnel references.

**2. A Consumer Report** may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to my character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may obtain the Consumer Reporting Agency contact information from the appropriate organization(s) mentioned above. See contact information for these organizations mentioned below.

**3.** In using a consumer report for volunteering purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the subject consumer, a copy of the report and a description in writing of the rights of the consumer under this title, as prescribed by the Federal Trade Commission section 609(c) (3).

**4. California Provisions:** In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: you have the right to inspect the Consumer Reporting Agency's files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individual shows proper identification and pays for any copying or toll charges; the applicant may be accompanied by one other person who must show proper identification; and trained Consumer Reporting Agency personnel will explain any of the information in the report and will provide written explanation for any coded information.

### **5. CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS ONLY:**

I want to receive a free copy of any Consumer Report, Investigative Consumer Report or Credit Report on me that is requested.  Yes  No

I, (print name) \_\_\_\_\_, hereby consent and authorize **YMUW, Inc.** and **YMUW of the South Bay, Inc.** and/or their Consumer Reporting Agency to prepare a report as defined above for volunteering purposes before volunteering or anytime after volunteering.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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