

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUB
OF LAWRENCE COUNTY, INC.

The Boys & Girls Club of Lawrence County is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process and on an on-going basis, Boys & Girls Clubs of Lawrence County will conduct background checks in accordance with the following policy.

Boys & Girls Club of Lawrence County will conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but will, at a minimum,

- (a) verify the person's identity and legal aliases through verification of a social security number,
- (b) provide a national Sex Offender Registry search,
- (c) provide a comprehensive criminal search which includes a national search,
- (d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction (a current list of jurisdictions can be found at www.bgca.net/childsafety).

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

All background check findings will be considered when making employment or volunteer decisions. It is the policy of Boys & Girls Clubs of Lawrence County that an employee or volunteer will be automatically ineligible for employment or volunteer service, if such individual:

- (a) refuses to consent to a criminal background check,
- (b) makes a false statement in connection with such criminal background check,
- (c) is registered, or is required to be registered, on a state or national sex offender registry,
- (d) has been convicted of a felony consisting of:
 - 1. murder,
 - 2. child abuse,
 - 3. a crime against children, including child pornography,
 - 4. domestic violence,
 - 5. abduction or human trafficking,
 - 6. a crime involving rape or sexual assault,
 - 7. arson,
 - 8. weapons, or
 - 9. physical assault or battery,
- (e) has been convicted of a drug-related offense committed within the last five years, or
- (f) include here any additional hiring exclusions required by your organizational policies, funding, or licensing agencies or required in your jurisdiction.

Boys & Girls Club of Lawrence County will conduct reference checks on any candidate for employment or volunteer service. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club supervisor will be obtained by Boys & Girls Club of Lawrence County prior to extending an offer for employment or volunteer service.





BOYS & GIRLS CLUB
OF LAWRENCE COUNTY

VeriScreen®

COMPREHENSIVE BACKGROUND CHECKS

AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION VOLUNTEERS

Boys & Girls Club of Lawrence County ("the Company") may obtain information about you for volunteer purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a copy of any report about you. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by VeriScreen.

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit VeriScreen, Inc. aka VeriRent to obtain a consumer report and/or an investigative consumer report which may include the following:

1. Records concerning any criminal history, civil record, and drug testing;
2. Social Security verification.
3. Motor Vehicle or other background checks.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living, which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information. I am entitled to know if volunteering is denied because of information obtained by my prospective volunteer agency from a Consumer Reporting Agency.

I agree that a copy of this authorization has the same effect as an original and if my application is accepted I understand that VeriScreen will be allowed to perform a background check on a yearly/quarterly or during the process of determining, re-certification, continued qualification or as the result of reasonable suspicion.

I understand and acknowledge that under provision of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I authorize VeriScreen, Inc. aka VeriRent to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment. **NOTE:** Except for those states where an annual release is required, i.e. California (CALIFORNIA – Continuing consent concept is inapplicable and a separate authorization must be requested each time a report is ordered. - CA Civ. Code 1786.22)

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Full Name: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

International Address: If Applicable: _____

DOB: _____ SS# _____ Driver's License Number: _____

PHONE: _____ EMAIL: _____

Signature: _____

Date of Birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes.

Please list 2 personal references: Name, Relationship, Contact Number and if possible email address

Reference 1. Name: _____

Relationship: _____

Contact Number : _____

Email: _____

Reference 2. Name: _____

Relationship: _____

Contact Number : _____

Email: _____