



**Volunteer Background Check Authorization**

In conjunction with my application to volunteer for BGC GC, I understand that you intend to hire Selection.com to obtain Consumer Reports and / or Investigative Consumer Reports (hereinafter called "Reports") about me as defined in the Fair Credit Reporting Act (FCRA). In order to protect our Club members, Boys & Girls Clubs of Greater Cincinnati completes a background check on all volunteer applicants. The background check reviews national and local criminal files and national sexual offender files only. We do not run a credit check of any kind.

I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer allowing me to volunteer. If you contemplate making an adverse volunteer-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 the FCRA before you finalize that decision.

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 approved to volunteer, this authorization shall remain on file and shall serve as an ongoing authorization for you to obtain "Reports" about me from Selection.com at any time during my volunteer service with you. A photocopy or facsimile of this authorization shall be as valid as the original.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THE FOLLOWING INFORMATION IS REQUIRED TO CONDUCT THE BACKGROUND INVESTIGATION**

PRINT NAME \_\_\_\_\_  
Last Name First Name Middle Initial Social Security Number

PREVIOUS OR MAIDEN NAME (if applicable) \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

List states and counties of residence, other than above, for the past seven (7) years:

COUNTY \_\_\_\_\_ STATE \_\_\_\_\_; COUNTY \_\_\_\_\_ STATE \_\_\_\_\_; COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

BGC GC collects this information for identification purposes only and understands age to be a protected characteristic and the information requested will not be used as the basis for any volunteer approval decision.

\*RACE \_\_\_\_\_ \*GENDER \_\_\_\_\_

**\*Supplying this information is optional. It will be used for demographic purposes for reporting to United Way of Greater Cincinnati**

\*\*\*\*\* IF FAXING REQUEST, THIS SECTION MUST BE COMPLETED BY EMPLOYER FOR PROCESSING \*\*\*\*\*

Customer Number BGG101#00001 Location or Store Number \_\_\_\_\_ Date Submitted \_\_\_\_\_  
Contact Person Jennifer Bast Phone Number 513-421-8909 ext. 10 Position Applied For volunteer  
Information Requested:  
Combined Report: SMS106 Control Code \_\_\_\_\_  
Individual Reports:  
Criminal Convictions  County(s) and state(s) \_\_\_\_\_  
 Any additional counties from the last seven years

THIS FORM PROVIDED BY : SELECTION.COM®  
Where smart hiring begins® P.O. Box 531172 Cincinnati, OH 45253  
Telephone - 513.522.8764 / 800.325.3609 Fax - 513.728.4420 / 888.767.2435

BGC GC Office Use Only: Background Check Complete \_\_\_\_\_ Volunteer Accepted/Denied \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**BOYS & GIRLS CLUBS  
OF GREATER CINCINNATI**

Volunteer Informed Consent

As a volunteer of Boys & Girls Clubs of Greater Cincinnati I do so with no expectation of financial compensation.

I understand that I am expected to serve with an enthusiastic attitude and that I must treat all members with respect, dignity, and without discrimination. I will arrive on time each day that I am scheduled and conduct myself as a positive role model for all children.

As for any injury that I may sustain while conducting my volunteer duties, I am aware that I am **NOT** provided with any accident or Worker Compensation coverage.

I authorize Boys & Girls Clubs of Greater Cincinnati to complete a national and local criminal and sexual offender background report. I understand that I cannot begin volunteering until the check is completed.

I understand that Boys & Girls Clubs of Greater Cincinnati will keep my application and background check results in a confidential file with limited employee access. My emergency information and interest information will be shared with the Club Director of the site I will be assigned.

Boys & Girls Clubs of Greater Cincinnati may use my likeness in any publications or other media (photos, television, etc.) without prior consent or review and without compensation.

I certify that the information previously listed is correct. Incorrect or incomplete information may result in forfeiture of the opportunity to volunteer for Boys & Girls Clubs of Greater Cincinnati.

My signature below confirms my commitment to Boys & Girls Clubs of Greater Cincinnati and acknowledges my agreement and acceptance of conditions as presented to me.

Volunteer Name \_\_\_\_\_  
Please Print

Volunteer Signature \_\_\_\_\_

Date \_\_\_\_\_

Club Representative / Title \_\_\_\_\_



## Volunteer Application

Applicant Name: \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Suite \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email: \_\_\_\_\_

### LOCATION PREFERENCES (Check all that apply.)

- U.S. Bank Boys & Girls Club (USB), Avondale
- James J. Espy Boys & Girls Club, Lower Price Hill
- Clem & Ann Buenger Boys & Girls Club, Newport
- Lewis County Boys & Girls Club, Vanceburg, KY
- Boys & Girls Club at Roll Hill School, East Westwood
- Boys & Girls Club at Saylor Park, Saylor Park
- LeBlond Boys & Girls Club, Over-the-Rhine
- Administrative Office, Queensgate
- Marge Schott-Unnewehr Boys & Girls Club, Covington
- Boys & Girls Club at Chase Elementary, Northside
- No Location Preference

### AVAILABILITY

Please list the days and times you are available to volunteer.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
School Year					
Summer					

### VOLUNTEER INTERESTS & PREFERENCES

What kind of time commitment are you willing to make?

- One Time     Fall Semester     Winter/Spring Semester     Summer     Year Round

Community Service Requirement from: \_\_\_\_\_

Preferred Age Group:  6-9 year olds     10-12 year olds     13-18 year olds     No Preference

**Please check the activities of interest to you.**

- Homework Help
- Tutor Subject(s): \_\_\_\_\_
- Craft Projects
- Cooking
- Fine Art
- Photography
- Dancing
- Drama
- Graphic Design/Digital Arts
- Job Exploration
- Leading Discussions
- Football
- Basketball
- Volleyball
- Cheerleading
- Swimming
- Soccer
- Gym Classes
- Life Saving/First Aid
- Games
- Community Service Project
- Public Speaking
- Play Instrument: \_\_\_\_\_
- Sing
- Storytelling
- Party Planning
- Newspaper
- Creative Writing/Poetry
- Field Trip Chaperone
- Office Work
- Fundraising
- Other: \_\_\_\_\_



**IN CASE OF EMERGENCY**

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

**EDUCATION BACKGROUND**

(please circle) High School     Some College     College Degree     Masters

School: \_\_\_\_\_ Major(s): \_\_\_\_\_ Degree(s): \_\_\_\_\_

**REFERENCES**

Current Employer: \_\_\_\_\_ Occupation \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ May we contact for a reference?    \_\_\_ Y    \_\_\_ N

Please list the names and phone numbers of three people who know you well and can attest to your character, skill, and dependability. Please do not list relatives.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**ADDITIONAL INFORMATION** (please circle)

1. Have you ever served or do you currently serve in the military?    Yes    No

2. Do you have any physical or mental conditions that may limit your ability to volunteer with Boys & Girls Clubs of Greater Cincinnati?    Yes    No

3. Have you ever been convicted of or charged with a criminal offense?    Yes    No

4. Have you ever been convicted of or charged with child abuse or neglect or is there a pending criminal charge against you for child abuse or neglect?    Yes    No

5. Do you have a valid driver's license?    Yes    No

6. Has it ever been suspended or revoked?    Yes    No

7. Are you a Boys & Girls Club Alum?    If Yes, When \_\_\_\_\_ Where: \_\_\_\_\_

8. Have you volunteered here before?    If Yes, which Club: \_\_\_\_\_

9. Do you have any past or present volunteer experience? Explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**----- FOR OFFICE USE ONLY -----**

Notified: \_\_\_\_\_

Orientation—Date/Time: \_\_\_\_\_

Start Date/Time: \_\_\_\_\_

Position: \_\_\_\_\_

Staff Supervisor: \_\_\_\_\_

Schedule: \_\_\_\_\_

Notes:

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: <a href="mailto:ConsumerHelp@FederalReserve.gov">ConsumerHelp@FederalReserve.gov</a>
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture
	Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051