



# Cornell University Cooperative Extension

## \*\* Screening Authorization/Consent Form \*\*

### Criminal History File and NYS Sex Offender Screening Consent

During the application process and at any time during the tenure of my volunteer service with Cornell Cooperative Extension, I hereby authorize the NYS Sex Offender Registry and First Advantage Background Screening Corp.

(Intellipoint for international screenings) on behalf of Cornell Cooperative Extension to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. The source of any investigative consumer report will be First Advantage Background Screening Corp. (First Advantage), P. O. Box 105292, Atlanta, GA 30348, 1-800-845-6004. This report may be compiled with information from court record repositories, departments of motor vehicles, past or present employers, and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Background checks will be repeated on a regular basis; every year for the NYS Sex Offenders' Registry, every 3 years for the Criminal History File check and MVR check. MVR screening requires an additional consent form. The Volunteer Agreement and Code of Conduct will be updated every three years.

|                          |                       |                                    |
|--------------------------|-----------------------|------------------------------------|
| _____                    | _____                 | _____                              |
| Applicant's Printed Name | Applicant's Signature | Date                               |
| _____-_____-_____        | _____                 | _____                              |
| Social Security Number * | Date of Birth *       | Phone                              |
| _____                    | _____                 | * For identification purposes only |
| Street Address           | City, State, Zip      |                                    |

**California, Minnesota & Oklahoma Residents please note:** In connection with your application for service, your consumer report may be obtained and reviewed. Under Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

- YES, I am a Minnesota resident and would like a free copy of my consumer report.
- YES, I am an Oklahoma resident and would like a free copy of my consumer report.
- YES, I am a California resident and would like a free copy of my investigative consumer report.

Printed Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**FOR OFFICE USE ONLY** –If consumer checks “YES” regarding the full consumer report and consumer resides in California, you will need to provide the individual with a copy of their consumer report.

## BACKGROUND VERIFICATION DISCLOSURE

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for volunteer service, including retention as a volunteer.

This report may contain information bearing on your character, general reputation and personal characteristics from public or private record sources.

Summary of Your Rights Under the Fair Credit Reporting Act (FCRA) can be reviewed at [http://staff.cce.cornell.edu/human\\_resources/Documents/FCRA%20Summary%20of%20your%20right.pdf](http://staff.cce.cornell.edu/human_resources/Documents/FCRA%20Summary%20of%20your%20right.pdf)

First Advantage Privacy Policy can be reviewed at: <http://www.fadv.com/privacy-policy/>

### *California Notice:*

*You have the right under Section 1786.22 of the California Civil Code to find out from an investigative consumer reporting agency (“ICRA”), what is in the ICRA’s file on you with proper identification, as follows:*

- 1. In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.*
- 2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.*
- 3. By telephone, if you have previously made a written request and provided proper identification.*

*The ICRA will provide trained personnel to explain any information that is furnished to you and to explain any information that is coded.*

### **Considerations:**

**Type of Offense** – the type of criminal offense matters with regard to the level of risk the person poses to the vulnerable population (youth under 18, individuals over 65, or individuals with disabilities). Some offenses automatically disqualify the person from volunteering with Cornell Cooperative Extension, while other offenses may allow for limited and supervised roles.

**Context of Offense** – sometimes specific information about the criminal history, such as timing, cause and effect, multiple offenses, progress since the crime, etc. may affect the application process.

**Appeals Process** – An applicant may appeal any action taken within 30 days. Appeals must be presented in writing to the Executive Director. The Executive Director will review the request and any additional information provided, and render a written decision within 30 days of the receipt of the appeal. A final appeal can be made to the Personnel Committee of the Board of Directors. That appeal must also be made within 30 days of the ruling by the Executive Director, and the applicant would need to sign an additional waiver to allow members of the Personnel Committee to review the applicant’s file, including background check.

### **Cornell Cooperative Extension Confidentiality Promise**

- Employment applications are directed to staff who will contact you about the position.
- Documents containing your social security and driver's license number, and reference letters will be kept in a locked file.
- The Criminal History File Check results, done by screening national databases, are ONLY accessible to the CCE of Executive Director or Human Resources Manager. If a problem exists, they will contact you.
- Applications and screening documents are kept on file for a minimum of 3 years after the application is made or 6 years after termination of service to CCE whichever is longer.
- CCETC does not release any mailing lists with employee information for any purpose unless required by law.
- As a volunteer or employee of CCE, you may on occasionally receive information about CCE programs.