

## The Village In Howard, Inc. Background Check Documents

Attached is the background check package that all volunteers need to complete. Please print it {single-sided} and mail it back as soon as possible so we can complete the vetting process and get you involved!

The Disclosure and Authorization document is one we were advised to use by IntelliCorp, which performs the background check. IntelliCorp uses a broad definition of employees, which includes employees, board members and volunteers.

The documents include:

1. Page 2, the Disclosure, is a page for you to keep. It tells you that you have a right to know what is included in your report and that you can file an appeal if it contains inaccuracies. The check that we do is a criminal background check and driving record check if you are a volunteer driver--not credit rating. We will consider any criminal conviction reported in determining your suitability as a volunteer.
2. Page 3, the Authorization gives The Village In Howard, Inc. permission to do the background check. TVIH must keep this for 5 years, per law. If you are not currently working, answer the employment check question "NA". If you are working, but you prefer we not contact your employer, it will not impact your background check status.
3. Page 4-5, The Personal Data form is the basis for the background check. Once you provide it, we enter it into the secure IntelliCorp site and we secure the paper in a locked cabinet until the report comes back (3-5 days, on average). Once we complete the background check, the Village will shred the personal data form. Note: You only need to enter your driver's license info if you are willing to be a volunteer driver. If you wish to be a volunteer driver, we also need to verify that you have current insurance coverage.

If you have questions about this process, please e-mail [volunteer@thevillageinhoward.org](mailto:volunteer@thevillageinhoward.org) and someone will call you back.

Thanks!

## **DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES**

*Please Read Carefully Before Signing the Authorization*

### **DISCLOSURE**

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, The Village In Howard, Inc., ("the Company") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

## AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize the Company to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize The Village In Howard, Inc. to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I do \_\_\_\_\_do not\_\_\_\_\_ authorize you to contact *my current* employer for Employment and Reference Verifications

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

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

\_\_\_\_\_  
Date

**Personal Data**

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name

\_\_\_\_\_  
Current Address                                      Dates Lived Here

Addresses for the Past Seven Years: (include street, city, state, zip code)      Dates of Residence

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of Birth                                      Other Names Used (including maiden name)      Years Used

\_\_\_\_\_  
Social Security Number      Driver's License #                                      State

\_\_\_\_\_  
Email address (may be used for official correspondence)

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

**Please return the signed Authorization and Personal data form to:**

**The Village In Howard, Inc.  
PO Box 363  
Fulton MD 20759-0363**