



Cornell University
Cooperative Extension
Orange County

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Background Screening Authorization/Consent For Volunteers

During the application process and at any time during the tenure of my volunteer service with Cornell Cooperative Extension Orange County, I hereby authorize First Advantage Background Screening Corp. on behalf of Cornell Cooperative Extension Orange County to procure a background history report which I understand may include information regarding my character, general reputation, or personal characteristics. The source of any investigative background 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 from one or more of the following with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references provided by me, 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.

_____	_____
Applicant Legal Name (Please print)	Signature
_____	_____
Social Security Number*	Date of Birth*
_____	_____
Street Address (No PO Boxes)	City, State, Zip Code
_____	_____
Phone	Date

***For identification purposes only**

Background Verification Disclosure

This is used to inform you that a background investigative report is being obtained from a consumer reporting agency for the purpose of evaluating you for volunteer service, including retention as a volunteer. 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. Cornell Cooperative Extension Orange County will not be requesting, and will not consider, any consumer financial credit reports. First Advantage Privacy Policy can be reviewed at: <http://www.fadv.com/privacy-policy/>.

Cornell Cooperative Extension Orange County Confidentiality Promise

To ensure confidentiality of applicant information, CCEOC's policy requires the following:

- All information collected from applicants is kept in a locked, secured file cabinet.
- The application and screening information is kept on file for a minimum of three years following receipt of the application or termination of involvement as a volunteer with CCEOC, whichever is longer; and release of any information is done only in accordance with NYS law.
- All applicants must be re-screened every three years in order to keep their volunteer status.

Cornell Cooperative Extension provides equal program and employment opportunities.