

DEPARTMENT OF HUMAN RESOURCES BACKGROUND CHECK AUTHORIZATION FORM

During the application process and at any time during the tenure of my volunteer service with **Cornell Cooperative Extension Association of Jefferson County**, I hereby authorize First Advantage Background Screening Corp., on behalf of **Cornell Cooperative Extension Association of Jefferson County** 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 courts 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.

Applicant Legal Name (please print): _____

Applicant Signature: _____ **Date:** _____

Applicant Social Security Number: _____ (for identification purposes only)

Applicant Date of Birth: _____ (for identification purposes only)

Applicant 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 California, 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: _____



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://spstaff2.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.

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