

**Volunteer Background Authorization Form**  
**Independent School District #882**

The Fair Credit Reporting Act requires that we inform you that a background investigation may be conducted as part of our screening and hiring process. This may include an inquiry to obtain information regarding your police record, and or motor vehicle record. The primary objective of any investigation will be to verify information you provided on your application or during the review process in connection with your application for and/or continued volunteering with the company. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the company. Upon timely written request to our personnel department, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you. You have the right to request details of the report from the consumer reporting agency.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law. The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for the making of business decisions.

**Please attach cash or check payable to ISD #882 in the amount of \$15 for the cost of the background check.**

*Please clearly print all information*

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (Month, Day, Year)    Social Security # \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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

Home/Cell Phone # \_\_\_\_\_

Driver's License # \_\_\_\_\_

Other Names Used & Year Changed \_\_\_\_\_ (Including Maiden Name)

Residence Addresses for the Past 7 Years: (continue on back if more space is needed)

Street Address \_\_\_\_\_ City, State & Zip Code \_\_\_\_\_ County \_\_\_\_\_ from Mo/Yr to Mo/Yr \_\_\_\_\_

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Have you ever been **charged** with or convicted of a Misdemeanor or Felony crime? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain in some detail, including what county and state, and in what year:

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I hereby authorize Monticello School District and/or Orange Tree Employment Screening and their agents, without any reservation, to investigate my background as it pertains to information contained in public records, including, but not limited to, criminal, and motor vehicle data. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility in connection herewith. I further authorize ongoing procurement of the types of reports mentioned herein at any time during my volunteering with the company. A photocopy of this document may be substituted for the original.

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