



## **VOLUNTEER APPLICATION**

**Staff Member's Name with whom you may work:** \_\_\_\_\_

**Please be sure to complete and sign all portions of the application.**

**Please return all application and reference forms to:**

**Greater Cleveland Youth for Christ  
3274 W. 58<sup>th</sup> Street, Suite #205  
Cleveland, OH 44102  
[yfc@yfccleveland.org](mailto:yfc@yfccleveland.org)  
Fax: 216-252-9882**



All of us at Youth for Christ/USA, Inc. and Greater Cleveland YFC appreciate your interest in volunteering with us. In order to get to know you better, a clear understanding of your background, work, volunteer history, and spiritual journey will help us potentially place you in a volunteer position that meets your objectives and those of our ministry. Qualified applicants are considered for positions without regard to race, color, national origin, gender, age, veteran status, or the presence of a non job-related medical condition or disability.

Date of Application: \_\_\_\_\_

### Personal Information (please print or type)

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Best Way to Contact: \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please list all states where you have lived in the last 10 years. \_\_\_\_\_

\_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

### Area of Interest

YFC location to which you are applying: \_\_\_\_\_

YFC Staff member with whom you may be working: \_\_\_\_\_

Please specify days and hours available: \_\_\_\_\_

Date you are able to start: \_\_\_\_\_

Have you previously been employed by or volunteered for YFC? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when and where? \_\_\_\_\_

Have you had any experience in any other Christian ministry? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when and where? \_\_\_\_\_

**RETURN TO:** Greater Cleveland Youth for Christ: 3274 W. 58<sup>th</sup> Street, Suite 205, Cleveland, OH 44102

Phone (216) 252-9881 Fax (216) 252-9882

List names of any relatives or persons you know who are, or have been employed by YFC:

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### **Current Position – Employment**

Company: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Position: \_\_\_\_\_

May we contact this employer for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

### **Current Position – Volunteer (if applicable)**

Company: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Position: \_\_\_\_\_

May we contact this employer for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

### **Educational Background**

High School Attended \_\_\_\_\_ Graduated? Yes \_\_\_\_\_ No \_\_\_\_\_

College Attended \_\_\_\_\_

Dates Attended \_\_\_\_\_ Degree or Certificate received \_\_\_\_\_

Other Education \_\_\_\_\_

Dates Attended \_\_\_\_\_ Degree or Certificate received \_\_\_\_\_

Foreign Languages Spoken \_\_\_\_\_ Written \_\_\_\_\_

Please list scholastic honors, specialized training, apprenticeship and extra-curricular activities that may be helpful in considering your application: \_\_\_\_\_

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## References

Please list three people who: have known you for 3+ years, are not employed by Youth for Christ and are not related to you. They should be qualified to evaluate your capabilities and character. One must be your Pastor.

1.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Relationship \_\_\_\_\_

2.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Relationship \_\_\_\_\_

3.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Relationship \_\_\_\_\_

## Faith Background

Do you attend church regularly? Yes \_\_\_\_\_ No \_\_\_\_\_

What church do you attend? \_\_\_\_\_

Church Address: \_\_\_\_\_

Are you a member? Yes \_\_\_\_\_ No \_\_\_\_\_

List responsibilities or positions you have at church: \_\_\_\_\_

Describe when and how you became a Christian? (Attach additional pages if necessary.)

Describe your Christian walk as it relates to your interest in YFC:

## Ministry Interest (Please circle one)

High School Students

Middle School Students

In-school Program

After-school Program

Bible Study

Tutor/Mentor

Suspension Program

## Criminal Record

- A. Have you ever been charged with, pled guilty or no contest to, or been convicted of any criminal violation of any type of sexual misconduct or abuse concerning a minor? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

- B. Have you ever been convicted of, pled guilty or no contest to a felony or other criminal offense (other than a parking violation) in a Court of Law?

Yes \_\_\_\_ No \_\_\_\_ If yes, please provide dates, location(s) and violation(s): \_\_\_\_\_

\_\_\_\_\_

- C. Have you ever been disciplined, suspended or terminated by any organization due to allegations of any type of sexual misconduct or abuse? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

## YFC Statement of Faith

All of our staff and volunteers must affirm our **Statement of Faith** as follows:

1. We believe the Bible to be the inspired, the infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in Christ.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Greater Cleveland Youth for Christ Sexual Abuse Prevention Policy

*To be signed by each ministry staff or volunteer working with campus ministries prior to starting.*

1. Sexual abuse is defined as any sexual exploitation, in word or deed, of minors under the age of 18, by someone four years older or by an adult, no matter whether or not the minor appears to “consent.”
2. Because of the nature of our society, especially in the teenage world, any sexually explicit behavior, in word or deed (verbal or nonverbal sexual implication), even if it is intended to be humorous, is inappropriate behavior and cause for dismissal. Any verbal or nonverbal sexual interaction with students is inappropriate behavior and cause for dismissal.
3. If inappropriate behavior between paid staff or volunteer and a minor is witnessed, it is to be reported to the Executive Director immediately, who will then notify the Chairman of the Board of Directors.
4. Because of the nature of this ministry, paid staff or volunteers may become aware of situations concerning a young person who has been abused physically, sexually, emotionally or neglected. This information is to be reported to the appropriate staff supervisor. If that person is unavailable, it should be reported to the Executive Director immediately.
5. To avoid questionable situations, misunderstandings and potential problems, all one-on-one appointments with young people should be male with male or female with female (or two adults, one being of the same gender as the minor). Remember, even with the same gender, there can be issues with possible sexual abuse and/or romantic involvement.
6. No one who has had a sexual offense record shall be employed or accepted as a volunteer in Youth for Christ. It is inappropriate to withhold such information.
7. It shall be considered inappropriate for male staff to transport female students alone or for female staff to transport male students alone. Groups would be permissible as long as students are picked up and dropped off as a group in one place.
8. It is not acceptable for paid staff or volunteer to date students. Should a staff/student relationship occur, it is cause for immediate dismissal.
9. Therefore, in light of all of the above, before engaging in a private conversation with a minor, a Youth for Christ paid staff or volunteer should consider all the following considerations:
  - **Location** – Private conversations can be conducted in very public and populated locations. All conversations should be conducted in a public place, easily accessible by others.
  - **Necessity** – There is no conversation that cannot be handled in a public viewing place (a room with clear see-through glass windows or doors attached is a public area where other people are present).
  - **Relationship** – Be sure you have a good, healthy relationship with the minor. Have a loyalty built before you get into heavy counseling. Keep it very public. Private conversations should be avoided if any romantic interests start to develop.
  - **Frequency** – Frequent, private conversations can create difficulties in the minor’s healthy development as well as increase problems with issues involving child abuse. Remember, suspicion comes quickly when we are meeting with someone often.
  - **Ability** – If minor’s spiritual or emotional needs are significant, consider referring them to a pastor or professional counselor. Do not overestimate your own counseling abilities. That is why we have counseling referrals.
  - **Reliability** – How trustworthy are they? Consider the emotional stability and maturity of the minor and your experience in the particular issue you are dealing with. If you feel your experience is lacking, you may not be the one best qualified to counsel him/her. In addition, an emotionally unstable or immature minor may create the highest risk of false accusations.

- **Appearance** – Maintain an appropriate appearance around minors at all times. Do not wear provocative or revealing or inappropriate clothing. Also, your gestures and body language speak volumes.
- **Substance of conversation** – Remember, words and conduct that you may consider appropriate and innocent at the time can subsequently be made to appear very inappropriate or sinister. The substance of your conversation should remain appropriate at all times. For example, a male adult should not be discussing sexual matters with a female minor.
- **Touching** – Although hugging a minor in a public location when several others are present may be appropriate (rarely), physical contact, such as hugging, embracing or holding the minor in a private, isolated location creates a very high risk of being misconstrued and must be avoided.

10. Safeguards – As precaution:

- a. Have someone else present during a conversation with a minor.
- b. Keep notes of the conversation, and/or
- c. Let some other adult know that the conversations are occurring, as well as the reasons for the conversations.

11. Conduct oneself using sensitivity and discretion in the use of tobacco, alcoholic beverages, dancing, TV programs, movies, printed matter, games and the choice of organizations with which one is associated and make every effort to let whatever one says or does be representative of the Lord Jesus Christ in private life as well as in ministry through Youth for Christ.

12. The Executive Director and ultimately the Greater Cleveland Youth for Christ Board of Directors is responsible to handle all accusations brought against the staff (paid or volunteer). Any questionable situations regarding improper conduct is cause for immediate discipline up to and including dismissal. Decisions of this type are at the discretion of the Executive Director with input from the Board Chairperson or Personnel Committee.

I have read, understand and agree to abide by  
the Greater Cleveland Youth for Christ Sexual Abuse Prevention Policy.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

You will also be required to view the DVD, “Reducing the Risk.”

It is critical to the ministry of Youth for Christ that every paid staff person and volunteer lives above reproach and represent the Lord and Youth for Christ with the highest level of Christian professionalism and affirm the following Code of Ethics.

### **Code of Ethics**

1. I declare that I have trusted Jesus Christ as the Lord and Savior of my life and desire for His grace to shine through me (John 1:12).
2. I will make a hearty attempt to live out the Christian faith according to the Word of God, maintaining a vertical relationship with Him through a personal quiet time and a horizontal relationship with others according to I Peter 3:8-9.
3. I will be committed to be a team player striving for unity. I will respect the authority and leadership over me and serve as a servant-leader to those under me.
4. I am committed to being a member and active participant in an evangelical Bible-ministering church (Hebrews 10:25).
5. I declare that I will wholeheartedly and loyally support the ministry of Youth for Christ as a servant with my time, energy and/or personal resources.
6. I will hold with the highest regard my personal, family and marriage responsibilities.
7. I will actively pursue purity from things of this world.
8. I will make every effort to live within my means, avoid extensive debt and practice financial integrity.
9. I will treat every person, including teens with the respect due them, as a creation of God. This will mean no harassment, intimidation or provocation. Correction and discipline shall be done as not to unduly embarrass the individual.
10. I will abstain from sexual immorality (I Corinthians 6:13-18).
11. I will not allow myself to be a rumor-mill. I will address the issue with the other staff person and then go to their supervisor who has the appropriate authority.

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Print Name

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Signature

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Date

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Phone (216) 252-9881 Fax (216) 252-9882

## Acknowledgement, Waiver and Consent

I certify that the statements I have made are true and correct.

I understand that by filling out this application I waive any rights to confidentiality concerning the content of this application.

I authorize YFC to investigate any information provided in this application, and I agree to cooperate in such investigations. I further recognize and agree that, as a condition of acceptance as a volunteer, I consent to criminal and motor vehicle background checks from federal, state, and local agencies. I understand that this may include a BCI/FBI check for which I may be partially financially responsible.

I hereby release YFC and all persons supplying information to YFC from all liability, claims for damages, or responsibility whatsoever with respect to information supplied.

I authorize YFC to contact personal references I have identified, and to conduct a reasonable investigation into my suitability for youth work. I further authorize my current employer and references to speak freely to YFC representatives and provide whatever information is required.

I subscribe wholeheartedly to the ministry and work of Youth for Christ, will uphold the belief as described in their Statement of Faith and will do nothing to jeopardize the ministry or myself while volunteering with Youth for Christ.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Liability Release

As a volunteer for Youth for Christ/USA, I acknowledge that I am not an employee, independent contractor, subcontractor or agent of Youth for Christ/USA; I further understand that Youth for Christ/USA will not provide me with any wages or other compensation, nor any medical insurance, worker's compensation benefits or any other benefits of an employee.

In consideration of my being allowed the privilege of participating as a volunteer for Youth for Christ/USA, I hereby release Youth for Christ/USA and its employees, officers, directors, chapters, ministry sites and all other affiliated persons from and against any and all liability, claims and damages that I may have now or in the future arising in any way from my participation as a volunteer with Youth for Christ/USA. I also agree to indemnify, defend and hold harmless Youth for Christ/USA from and against any and all claims, demands actions and judgments from other persons claiming by or through me due to my participation as a volunteer for Youth for Christ/USA. I affirm that I am 18 years of age or older, and represent that I have my own medical and other insurance coverage to provide me benefits and protection in the event that I am injured or if I cause liability to others.

### Consent

I hereby grant permission to Youth for Christ/USA the right to use, reproduce, and/or distribute any photographs, films, video-tapes and sound recordings of me and my child, without compensation or approval rights, for use in materials created for purposes of promoting the future activities of Youth for Christ/USA.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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# IN ORDER FOR YOUR APPLICATION TO BE ACCEPTED

This page must be completed and the \*required insurance document must accompany it.

## SAFE DRIVING & INSURANCE AGREEMENT

**PLEASE READ CAREFULLY- This document must be signed and dated below.**

**IN ORDER TO TRANSPORT STUDENTS,  
YOU MUST HAVE A \*MINIMUM OF \$100,000/\$300,000 AUTO LIABILITY  
You must be 21 years of age to drive students for Youth for Christ/Campus Life/City Life**

\_\_\_\_\_ I WILL NOT DRIVE STUDENTS \_\_\_\_\_ please initial here, sign and date at the bottom of this page.

\_\_\_\_\_ I WILL DRIVE STUDENTS AND WILL ABIDE BY THE FOLLOWING AGREEMENT.

\_\_\_\_\_ Please initial here. Sign and date at the bottom of this page.

**A copy of your current \*insurance coverage page (Declaration Page) must be submitted with your application.**

**Date of birth \_\_\_\_\_ Driver's License number \_\_\_\_\_ State \_\_\_\_\_ Classification \_\_\_\_\_**

\*The following lists the coverage that is required on your personal vehicle if you drive students. This is required by YFC/USA and is **not an option**. The coverage page must show the name of the Insurance Company, the name of the insured volunteer/staff member, the policy expiration date, and the required coverage, as stated below.

1. Must be covered by a reputable company.
2. Liability \$100,000 per person, \$300,000 per occurrence.
3. Property \$50,000
4. Medical \$1,000 per person, \$10,000 per occurrence
5. Should be covered by a standard policy which is not restricted to the employee being the only driver.

### Safe Driving Code of Conduct and Agreement For all drivers (staff and volunteers)

1. I will carry at least \$100,000/\$300,000 Liability Insurance **or refuse to transport others if I do not.**
2. I will submit a current copy of my Liability Insurance to the YFC office.
3. I understand that all drivers of YFC vehicles transporting kids and/or cargo (including rented, borrowed, leased and owned by YFC), **MUST BE AT LEAST 21 YEARS OF AGE.**  
Drivers under this age limit should not be allowed to operate YFC vehicles under any circumstances.
4. I will obtain a valid driver's license in the correct class for my YFC driving duties.
5. I will only operate vehicles that are in good operating condition.
6. I will carry an emergency kit with me when transporting others.
7. I will look behind vehicle twice before backing vehicle.
8. I will always wear seat belts.
9. I will require my passengers to wear seat belts.
10. I will carry no more passengers than vehicle has seat belts.
11. I will obey all traffic laws.
12. I will keep a safe distance from vehicles in front of me.
13. I will stop driving when I get tired.
14. I will stop the vehicle in order to discipline passengers if discipline becomes necessary.
15. I will keep my mind on my driving, not on the conversations around me.
16. I will NOT use my cell phone while driving.
17. I will check the oil and tire pressure on the YFC vehicle I am driving each week.

Interns should be classified as volunteers. Auto insurance follows the vehicle not the driver.

Name: *Please print.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Office Use

Drive:  
Y / N

Ins. on file:  
Y / N

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Phone (216) 252-9881 Fax (216) 252-9882



**STAFF & VOLUNTEERS MUST VIEW**  
**“REDUCING THE RISK” DVD.**

**Please contact the office to schedule a time to view the DVD: 216-252-9881**  
**Please bring this form with you when you view the DVD.**

**Sexual Abuse Prevention DVD Verification**

Date: \_\_\_\_\_ Facilitated by: \_\_\_\_\_

Club Director's Name: \_\_\_\_\_

I, the undersigned, have seen the video “Reducing the Risk” on Sexual Abuse Prevention as a part of my training at Greater Cleveland Youth for Christ.

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

Signature: \_\_\_\_\_

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Dear valued staff or volunteer,

In order to comply with the Youth for Christ National Service Center, we will now be completing background checks with Praesidium, a national background screening company. Bureau of Criminal Investigation and Identification (BCI) and Federal Bureau of Investigation (FBI) background checks will still be required of all persons present in the Cleveland Municipal School District (CMSD), working with students. Please ask your YFC/CL staff member if you need the BCI/FBI in addition to the Praesidium Background Check.

We ask that you fill out the DISCLOSURE AND AUTHORIZATION FOR EMPLOYER TO ACCESS CONSUMER REPORTS that is provided with this letter. Please be sure to fill out **ALL** lines and spaces of the document, and sign it.

We will not be gathering consumer credit information. In order to work with students, the information that we will be gathering will be: Criminal Searches and Sex Offender Searches.

On behalf of Greater Cleveland Youth for Christ/Campus Life/City Life,

*Linda Stryczny*  
Office Manager  
Greater Cleveland Youth for Christ  
3274 W. 58<sup>th</sup> Street, Ste. # 205  
Cleveland, Ohio 44102  
Tel: 216-252-9881 (x28)

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## DISCLOSURE AND AUTHORIZATION FOR EMPLOYER TO ACCESS CONSUMER REPORTS

### DISCLOSURE

In connection with your application for employment with \_\_\_\_\_ (including any independent contract for services and volunteer work) or when deciding whether to modify or continue your ongoing employment (if hired), \_\_\_\_\_ may obtain a "consumer report" and/or an "investigative consumer report" on you from **Praesidium, Inc.**, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is a communication of 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 for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. An investigative consumer report is a report obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain information regarding your credit history(if applicable to position), criminal records, driving history records, education records, previous employment history, social security traces, military records, professional licensure records, drug testing, government records, and other types of background information. You further understand that these reports may contain information concerning the reasons for termination of past employment. You are hereby notified that you have the right to make a timely request for the nature and scope of any investigative consumer report. You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Inquiries to **Praesidium, Inc.** should be directed to **Praesidium, Inc.; Consumer Disputes; P.O. Box 202002 Arlington, TX 76006. 1 (800) 743 - 6354.**

**MAINE AND NEW YORK APPLICANTS OR EMPLOYEES ONLY:** You have the right to inspect and receive a copy of your investigate consumer report requested by \_\_\_\_\_ by contacting the consumer reporting agency identified directly above.

### AUTHORIZATION

I hereby authorize, without reservation, the obtaining of "consumer reports" or "investigative consumer" reports by \_\_\_\_\_ at any time after receipt of this authorization and throughout my employment, or service, if applicable. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish Praesidium, Inc. or \_\_\_\_\_ with any and all background information in their possession regarding me, so that my employment qualifications may be evaluated and/or reassessed. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original.

**By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).**

**NEW YORK APPLICANTS OR EMPLOYEES ONLY:** By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

**MINNESOTA AND OKLAHOMA APPLICANTS OR EMPLOYEES ONLY:** Please check this box if you would like to receive a copy of a consumer if one is obtained by the Company. ☐

**CALIFORNIA APPLICANTS OR EMPLOYEES ONLY:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law. ☐

Background Check Consent  
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The following is information required in order for \_\_\_\_\_ to obtain a complete consumer report:

FULL LEGAL NAME (First, Full Middle Name, Last Name)

STREET ADDRESS

CITY STATE ZIP

COUNTIES YOU HAVE LIVED WITHIN THE PAST TEN YEARS (USE BACK OF SHEET IF YOU NEED ADDITIONAL SPACE)  
(Circle any of the following states in which you have lived: CA, CO, DE, LA, MA, SD, VT, WV, WY)

SOCIAL SECURITY NUMBER

DATE OF BIRTH \*

DRIVER'S LICENSE NUMBER

ISSUING STATE

OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)

CONSUMER'S SIGNATURE

DATE

**\* This information will be used for background screening purposes only.**

**NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW**

\_\_\_\_\_ (the "Company") intends to obtain information about you for employment purposes from an investigative consumer reporting agency or consumer credit reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be **Praesidium, Inc.; P.O. Box 202002 Arlington, TX 76006. 1(800) 743 - 6354.**

The source of any credit report will be **Praesidium, Inc.; P.O. Box 202002 Arlington, TX 76006. 1 (800) 743 - 6354.** The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows: 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. A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

By requesting a copy to be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs. "Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any code information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

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