

INVESTIGATION AUTHORIZATION (RELEASE) & BACKGROUND SCREENING ORDER FORM
FOR VOLUNTEERS

I AM APPLYING FOR A POSITION AS A VOLUNTEER FOR AN AGENCY, ORGANIZATION, RELIGIOUS AFFILIATION, OR BUSINESS. Under the applicable provisions of the federal Fair Credit Reporting Act (FCRA), notice is hereby given that a consumer report or investigative consumer report may be requested and completed, which may include information pertaining to your employment history, educational accomplishments, criminal record, driving record, credit history (only when permitted by law and where it is related to the duties and responsibilities of the position sought), character, general reputation, and personal characteristics. This report may also include information pertaining to a commercial driver's license and commercial driving work history which, under provisions of the United States Department of Transportation, can include inquiries into drug and alcohol testing and as referenced in FMCSRs Parts 382.413 and 391.23. An investigation into your workers' compensation and/or industrial accident background may also be conducted according to the provisions of the Americans with Disabilities Act (ADA). This entire report will be used for employment purposes only, and will be processed by LABORCHEX Companies, an employment background screening service, located at 2506 Lakeland Drive #200, Jackson, MS 39232, 800-880-0366. LABORCHEX conducts business according to all applicable federal and state laws. LABORCHEX agrees to use its best and most precise efforts to furnish its clients (a "client" is defined as a business, company, or organization which contracts with LABORCHEX to provide employment background screening services to them) with accurate, current, complete, and reliable information based on such information as it is reasonably available and obtained via applicable public records sources and/or information services utilized by LABORCHEX. Sources also include contact by phone, FAX, U.S. Mail, and electronic mail of an applicant's previous employers, education officials, and other individuals who can provide accurate verification and confirmation of the applicant's background.

PRIVACY NOTE: LABORCHEX does not distribute details of employment applications or results to anyone other than the client that requested the background investigation. Information provided by applicants is held by LABORCHEX in strict confidence according to all federal laws.

You are further advised that LABORCHEX does not counsel its clients regarding their hiring policies and procedures. LABORCHEX will not have any knowledge as to why you have been offered a position or the reasons why you were denied employment or volunteer status. Under the provisions of the FCRA, you have the right to dispute information provided in a report and, after providing proper identification, you can request a copy of such report(s) from LABORCHEX, including details about the sources of information. Such information will be provided to you at no cost within 30 days after receiving your request. The company, business, or organization at which you applied for a job can also provide a copy of the consumer report to you.

I, the undersigned, have read and fully understand the above notice. I hereby authorize LABORCHEX to investigate my employment history, educational accomplishments, criminal record, driving record, credit history, character, general reputation, personal characteristics, and information pertaining to a commercial driver's license and commercial driving work history, including inquiries into drug and alcohol testing and use, as well as workers' compensation information (as according to federal guidelines stated above). I authorize LABORCHEX to verify the facts stated by me on the attached/forwarded application and/or resume. I understand that this release will be valid for my entire period of employment.

Note: I understand that if I am a resident of CA, MA, ME, MN, NJ, NY, OK, and WA I can obtain a copy of the completed consumer report from LABORCHEX by checking this box { }. Please be sure to provide your full mailing address below.

Print Name: _____
Last First Middle Initial Maiden Name

Address: _____

Date of Birth: _____ Social Security #: _____ (DOB and SSN used only for identification purposes)

Date: _____ Signature: _____ DL# _____ State _____

BELOW IS FOR COMPANY USE ONLY

Company Name: _____ Date: _____

Applicant Name: _____ Soc. Sec. #: _____

CHECK SCREENINGS REQUIRED FOR THIS APPLICANT

- | | |
|--|---|
| <input type="checkbox"/> Previous Employment Verification
<input type="checkbox"/> D.O.T. (Special Screening for Commercial Drivers)
<input type="checkbox"/> Education Verification
<input type="checkbox"/> Professional/Personal References
<input type="checkbox"/> Professional License & Credential Check
<input type="checkbox"/> Official Education Transcripts
<input checked="" type="checkbox"/> CRIMINAL RECORD CHECKS (list jurisdictions below)
<input type="checkbox"/> CrimeChexPLUS Multi-State Criminal Index Check
<input type="checkbox"/> List Criminal Record Jurisdictions To Be Checked Here:

<input type="checkbox"/> Nationwide Federal Violations Criminal Record Check | <input type="checkbox"/> Driving Record Check
<input type="checkbox"/> Workers' Compensation*

<input type="checkbox"/> Employment Credit Report*

<input type="checkbox"/> National Address Search & Social Security # Validation |
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NOTE: If you are not using the website to place orders for these levels of screening, please include the completed job application (along with a copy of the this signed release) in your FAX or Email to LABORCHEX.

***When permitted by state law.**

Signature of Official Authorizing Investigation: _____