### Required for All Applicants

### BACKGROUND VERIFICATION AUTHORIZATION

Thank you for your interest in being a part of the Boys & Girls Club of Sparta team. With your help, we can strengthen existing programs, add new programs and extend them to more boys and girls. Our emphasis is on providing wholesome activities supervised by adults of high moral character. Because the risk of exploitation or abuse of our Club members, and/or the mishandling of Club funds, no matter how remote, is unacceptable, we are required to secure your consent for a background check and examine all references.

### APPLICANT – PLEASE COMPLETE THE SECTION BELOW & SIGN

(Only Human Resources will view the information below – it is not made available to hiring supervisors or others in the organization. If you are not selected for the volunteer or employment position, this form is shredded and not retained in our files.)

Name (please print):

 (Last) (First) (Middle)

Maiden or alias Names: Social Security Number:

Driver’s license number: Driver’s License State:

\*Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male or Female

\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment or volunteer placement.

Please list complete addresses, including city and state, and dates for the past 7 years:

Current

Previous

Previous

Previous

Previous

I hereby authorize the Boys & Girls Clubs of Sparta to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment.

I release the Boys & Girls Clubs of Sparta and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regard to the information obtained from any and all of the above referenced sources.

I understand that any offer of employment or a volunteer position is contingent on a satisfactory background investigation. I also understand that this form will be kept secured in the HR files of the Boys & Girls Club of Sparta if I am offered a position as an employee or volunteer, and will be periodically checked as needed to keep the records current and accurate for as long as I hold that position. I certify that the following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge. It is my responsibility to inform the Boys & Girls Club of Sparta if the information given above should change. I further understand that I may request at any time that this form be removed from my file and destroyed, and no further background checks be run, but doing so would mean that I will no longer be permitted to volunteer or be employed by the Boys & Girls Club of Sparta.

SIGNATURE: ­­­­­­­­­­­­­­­­­­

DATE: ­­­­­­­­­­­­­­­­­­