girl scouts of eastern missouri

Disclosure and Authorization to Obtain Consumer Report for Employment and/or Volunteer Purposes

In considering you for a volunteer position or employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention or disciple, Girl Scouts of Eastern Missouri ("the Company") may request and rely upon one or more consumer reports about you that we obtain from a consumer reporting agency (CRA), such as IntelliCorp Records, Inc.

For explanation purposes:
A consumer report as designed by the Fair Credit Reporting Act (FCRA) is a written, oral or other communication of any information by a CRA bearing on your capacity, or worthiness, character, general reputation, personal characteristics or mode of living including arrest and conviction record which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment/volunteer-related decision about you. For Girl Scouts of Eastern Missouri volunteers, this information will consist of a SSN Verification and Criminal History report which may include felony and misdemeanor records, sex-offender records/registry requirements, inmate records and arrest information and which meets the standard required by the Girl Scouts of Eastern Missouri policies. Under the FCRA, before the Company can obtain a consumer report about you for employment/volunteer purposes, we must have your authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address and telephone number of the consumer reporting agency and a summary of your rights under the FCRA.

Authorization:
I also agree that this Disclosure and Authorization in original, faxed, photocopied or electronic (including electronically signed) form will be valid for any consumer report that may be requested about me by or on behalf of the Company. I have the right to make a request to IntelliCorp Records, Inc., upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which IntelliCorp Records, Inc. has previously furnished within the two year period preceding my request. I certify that all of elements of the personal data I will provide in this form are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of my voluntary service or employment and my discharge after such voluntary service or employment. By signing this form, you are authorizing IntelliCorp to perform, on behalf of Girl Scouts of Eastern Missouri, a consumer report on you.

Enter Information:
I understand the use of my Social Security number on the criminal Background Check shall be used for no other purpose than to conduct a Background Check. Furthermore, I understand that my Social Security number shall not be sold or in any way transferred to a third party except for the express purpose of conducting the Background Check.

Please check the box that applies:

- ☐ Adult Volunteers
- ☐ Gold Award Project Advisor Name of Gold Award Candidate_____
- ☐ Staff

I, _____
First Name Middle Name Last Name

Complete Current Address _____
Street City State Zip

Day Phone _____Email _____
(required)

Driver's License Number _____ State of Issue _____

_____
Printed Name Applicant Signature Date

Please send this completed authorization form in the provided postage-paid envelope or mail to Girl Scouts of Eastern Missouri, 2300 Ball Drive, St. Louis, MO 63146, Attention: Human Resources Assistant as soon as possible. No monies should be included in this mailing.

Date of Birth _____ Social Security Number _____
(required) **(required)**

Other Names Used (including maiden name) _____