



**CALIFORNIA DEPARTMENT OF JUSTICE BACKGROUND CHECK
DISCLOSURE, ACKNOWLEDGMENT, AND AUTHORIZATION
FOR VOLUNTEERS**

DISCLOSURE

You have submitted an application to volunteer with the County of Riverside. Please be aware that, as a condition of volunteering and part of the application process, the County will conduct a criminal records check through the California Department of Justice (DOJ) and, in some cases, the Federal Bureau of Investigation (FBI). The DOJ and FBI provide the County criminal record information that includes all felony, misdemeanor, and infraction convictions over your lifetime.

The purpose of seeking criminal record information is to evaluate your suitability for volunteering with the County of Riverside. A criminal conviction does not result in an automatic disqualification for volunteering and is considered only as it relates to the volunteer assignment in question.

Criminal record information obtained from the DOJ and FBI is not a public record or public information. The DOJ and FBI are NOT consumer reporting agencies under the federal Fair Credit Reporting Act or investigative consumer reporting agencies under the California Investigative Consumer Reporting Agencies Act (Civil Code 1786.2 (d)).

For instructions on how to obtain your own copy of your DOJ criminal record, you may call the DOJ at (916) 227-3835 or visit the Attorney General's website at www.ag.ca.gov/fingerprints/security.php. For instructions on how to obtain your own copy of your FBI criminal record, visit the FBI's website at www.fbi.gov/about-us/cjis/background-checks.

ACKNOWLEDGMENT AND AUTHORIZATION

I understand and acknowledge that as a condition of volunteering for the County of Riverside, I must allow a criminal records check, including the submitting of fingerprints to the California Department of Justice (DOJ) and, in some cases, the Federal Bureau of Investigation (FBI), which will include obtaining information concerning felony, misdemeanor, and infraction convictions over my lifetime (if any). Accordingly, I authorize the County of Riverside to obtain such information so that I may volunteer.

I understand that a criminal conviction related to the volunteer assignment in question may result in my not being eligible to volunteer. I further understand that a criminal conviction does not result in an automatic disqualification for volunteer assignment and will be considered only as it relates to the volunteer assignment in question.

Signature: _____

Date: _____

Print Name: _____



**SCREENING ONE, INC. AND TALX CORPORATION BACKGROUND CHECK
DISCLOSURE, RELEASE, AND AUTHORIZATION
FOR VOLUNTEERS**

DISCLOSURE

You have submitted an application to volunteer with the County of Riverside. Please be aware that, as a condition of volunteering and part of the application process, a background investigation may be commenced and an investigative consumer report about you may be sought as part thereof. If a background investigation is obtained through an outside consumer reporting agency it will be performed in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA) and the California Investigative Consumer Reporting Agencies Act (ICRAA). Therefore, the County of Riverside may decide to obtain a consumer credit report and/or an investigative consumer report on you as an applicant or during the course of volunteering through Screening One, Inc. and/or TALX Corporation.

The purpose of seeking an investigative consumer report about you is to evaluate your suitability to volunteer with the County of Riverside.

1. The report consists of information deemed to have a bearing on volunteer assignment, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, worker's compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal references.
2. The report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to my character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact the County of Riverside, Screening One, Inc. at (888) 327-6511, or at 2233 W. 190th Street, Torrance, CA 90504, or TALX Corporation at (800) 996-7566, or at 11432 Lackland Road, Saint Louis, MO 63146.
3. In using a report for volunteer purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c) (3).
4. California Provisions: In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: You have the right to inspect Screening One, Inc.'s or TALX Corporation's files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individual shows proper identification and pays for any copying charges; the applicant may be accompanied by one other person who must show proper identification; and trained Screening One, Inc. or TALX Corporation personnel will explain any of the information in the report and will provide written explanation for any coded information.

5. California Provisions: You have the right to obtain information about Screening One, Inc.'s or TALX Corporation's privacy practices. You can obtain Screening, One Inc.'s privacy practices on their web site at www.screeningone.com, and you can find TALX Corporation's privacy practices on their web site at www.talx.com.

6. California Provisions: Prior to ordering a Credit Report, the County of Riverside must notify you and must identify the specific basis under subdivision (a) of Section 1024.5 of the Labor Code for use of the report:

—The report will include a Credit Report (i.e., a report that contains credit related information, such as credit history, credit score, or credit record) because the position is:

- A managerial position (as per Labor Code Sec. 1024.5).
- A position in the state Department of Justice.
- That of a sworn peace officer or other law enforcement position.
- A position for which the information contained in the report is by law to be disclosed or obtained.
- A position that involves regular access, for any purpose other than the routine solicitation and processing of credit card applications in a retail establishment, to all of the following types of information of any one person:
 - _____ (A) Bank or credit card information.
 - _____ (B) Social security number.
 - _____ (C) Date of birth.
- A position in which the person is, or will be, any of the following:
 - _____ (A) A named signatory on the bank or credit card account of the employer.
 - _____ (B) Authorized to transfer money on behalf of the employer.
 - _____ (C) Authorized to enter into financial contracts on behalf of the employer.
- A position that involves access to confidential or proprietary information, including a formula, pattern, compilation, program, device, method, technique, process or trade secret that (i) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who may obtain economic value from the disclosure or use of the information, and (ii) is the subject of an effort that is reasonable under the circumstances to maintain secrecy of the information.
- A position that involves regular access to cash totaling ten thousand dollars (\$10,000) or more of the employer, a customer, or client, during the workday.

7. California, Minnesota, and Oklahoma Applicants Only:

I request a free copy of any Consumer Report, Investigative Report or Credit Report on me that is requested.

YES NO (Please check one.)

I, _____, [Applicant] hereby consent and authorize Screening One, Inc. and TALX Corporation, on behalf of the County of Riverside, to prepare each report as defined above for volunteering purposes before volunteering or anytime after volunteering.

Signature: _____

Date: _____

Print Name: _____

RELEASE AND AUTHORIZATION TO PROCURE INVESTIGATIVE CONSUMER REPORT

I, _____, [Applicant] in connection with my application to volunteer at the County of Riverside, hereby authorize the County of Riverside and Screening One, Inc. and TALX Corporation to perform a pre-volunteer background screening check (including future screenings for retention, reassignment or promotion, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of the County of Riverside as a sound business practice, but also for the benefit of all volunteers. It is no reflection on an applicant. I have read, understand and signed the separate Disclosure concerning my rights.
2. All reports are confidential, and provided to the County of Riverside for volunteer assignment decisions only. Consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.
3. I may review or obtain a copy of my report as provided by law. Screening One may be contacted by writing to: Screening One, Inc., 2233 W. 190th Street, Torrance, CA 90504. TALX Corporation may be contacted by writing to: TALX Corporation, 11432 Lackland Road, Saint Louis, MO 63146.
4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to the County of Riverside, Screening One, Inc., or TALX Corporation.
5. I further release all of the above, including the County of Riverside and Screening One, Inc. and TALX Corporation, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.

May we contact your current employer?

YES NO (Please check one.)

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY. THIS INFORMATION WILL BE USED FOR THE PURPOSE OF IDENTIFICATION ONLY. FEDERAL LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT ON THE BASIS OF AGE, RACE, CREED, RELIGION, SEX OR NATIONAL ORIGIN.

Signature: _____ Date: _____

Print Name (first, middle, last): _____

Former Names: _____ Phone Number: _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____ State: _____

Email Address: _____

Please list all addresses where you have lived in the past 7 years including zip codes:

CURRENT - Street Address, City, State, and Zip Code

FORMER - Street Address, City, State, and Zip Code

FORMER - Street Address, City, State, and Zip Code

FORMER - Street Address, City, State, and Zip Code