

# Otero County 4-H Volunteer Leader Screening

All 4-H adult volunteers are required to go through a background check and screening process. All volunteers must be screened, including but not limited to:

- Organizational Leaders, Project Leaders, Activity Leaders, Event Chaperones
- All Adults with signing privileges on 4-H accounts
- Adults with direct supervision of youth
- Adults transporting youth (other than personal child(ren)) to and from 4-H events

Once you have completed the attached leader application forms submit them to:

Otero County Extension Service  
401 Fairgrounds Road  
Alamogordo, NM 88310

There is a **\$5.00** processing fee that must be submitted to the Extension Office with your application forms. Checks should be made payable to:

Otero Youth & Adult Programs

If you have any questions regarding 4-H volunteer screening please contact the Extension Office, 437-0231.





**Cooperative Extension Service**

Department of Extension 4-H and Youth Development  
College of Agriculture and Home Economics  
Msc 3AE  
P.O. Box 30003  
Las Cruces, NM 88003-8003  
Tel: 505-646-3026  
Fax: 505-646-3027

**DISCLOSURE AND CONSENT CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because the New Mexico State University (NMSU) State 4-H Office may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. NMSU State 4-H will use any such report(s) solely for the employment-related purposes.

Consumer Reports or Investigative Reports will be obtained from HireRight, Inc. (HireRight) located at 2100 Main Street, Suite 400, Irvine, CA 92614. They can be contacted at 800-400-2761. Any such reports may contain information bearing on your character, general reputation, and personal characteristics. The types of information that may be obtained include, but are not limited to: social security number, criminal records checks, public court records checks, including civil, driving records, etc. The information contained in these reports may be obtained by HireRight from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

For California residents, under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. HireRight has trained personnel available to explain your file to you, including coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

You are given a summary copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681 (g)(c). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting HireRight.

**CONSENT**

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to the NMSU State 4-H Office in conjunction with my application for employment. I further understand that any and all information contained in my job application or otherwise disclosed to the NMSU State 4-H Office by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative reports requested by the NMSU State 4-H Office. I understand that if the NMSU State 4-H Office hires me, it may request consumer reports and/or investigative consumer reports about me, as defined above, for employment-related purposes during the course of my employment. I understand that my consent will apply throughout my employment, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the NMSU State 4-H Office at any time. This Disclosure and Consent Form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the NMSU State 4-H Office.

Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth (for ID purposes only) \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Applicant Signature \_\_\_\_\_

**CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS ONLY:**

I wish to receive a free copy of any Consumer Report and/or Investigative Consumer Report on me that is requested.

