## **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

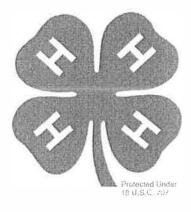
Once you have completed the attached leader application forms submit them to:

Otero County Extension Service 401 Fairgrounds Road Alamogordo, NM 88310

There is a **\$10.00** 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

Tel: 505-646-3026 Fax: 505-646-3027

Las Cruces, NM 88003-8003

## 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.



For County Extension Office Use Only				
Date entered				
Fee Paid Check Money Order Cash				
Date Accepted Declined More info needed				
Date of Notification Letter				

(To be completed by all potential volunteers)		Date	Date Accepted Declined More info ne		
		Date of	Notification Letter		
Name:					
(First)	(Middle)		(Last)		
Mailing Address: (Street)		(City)	(Zip)		
Length of time at current address:	(If less than 2 years,	, please provide	previous address below)		
(Address)		(Length of time)			
Phone: Day:	Best time to ca				
Eve:	Best time to ca				
Cell:Email:		И			
Work, Education and Volunteer Employer/Organization	Position Title/Volunte		experience first) Year(s)	=	
Background Disclosure Answer YES of NO to each listed iter the charge or finding, the date and th 1. Convicted of a felony.  2. Convicted of crimes relating to fine	e court(s) involved.	∃Yes □ No	IF YES, EXPLAIN BEL	LOW	
2. Convicted of crimes relating to in	nancial exploitation.	No	IF IES, EAFLAIN BEI		
3. Convicted of crimes related to druincluding driving under the influ		☐ Yes ☐ No	IF YES, EXPLAIN BEL	.ow	
4. Convicted of any crime against ch	nildren or other persons. [	☐ Yes ☐ No	IF YES, EXPLAIN BEI	ow —	
I understand a background check volunteer and that volunteering is omission of required information is State University Cooperative Extended to the above questions to the 4-H volunteer leader. I understand Cooperative Extension Service and Cooperative Extension Service 4-H responsibilities to the best of my and Applicant Signature.	a privilege and not a rig s just cause for non-apponsion Service and that <u>fa</u> he County Extension Of I that I serve at the pleas I agree to abide by the pleas I Youth Development Probility.	ht. I underst pintment as a milure to comme fice will resulsure of New Molicies of the cogram and to	and that misrepresenta volunteer with New M municate any change in t in immediate remova Mexico State University New Mexico State Uni o fulfill the volunteer	lexico lexi lexico lexico lexico lexico lexico lexico lexico lexi lexico lexico lexico	
Applicant Signature:		Dat	e:	_^	

Please return this application and the Disclosure and Consent Form at your earliest convenience to your local County Extension Office. Contact us if you have any questions or wish further information. Thank you!