



**** Screening Consent Form ****

NYS Sex Offenders Registry Consent

During the application process and at any time during the tenure of my employment with Cornell Cooperative Extension of Tompkins County, I hereby authorize screening with the NYS Sex Offenders Registry.

Applicant's Printed Name Applicant's Signature Date

_____-_____-_____
Social Security Number * Date of Birth * * For identification purposes only

National Criminal History File Check Consent

During the application process and at any time during the tenure of my employment with Cornell Cooperative Extension of Tompkins County, I hereby authorize Choice Point Services Inc., on behalf of Cornell Cooperative Extension of Tompkins County to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, court record repositories, departments of motor vehicles, past or present employers, and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

Applicant's Printed Name Applicant's Signature Date

_____-_____-_____
Social Security Number * Date of Birth * * For identification purposes only

MN & Oklahoma Residents please note: In connection with your application for employment, your consumer report may be obtained and reviewed. Under Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

- YES, I am a Minnesota resident and would like a free copy of my consumer report.
- YES, I am an Oklahoma resident and would like a free copy of my consumer report.

CA Residents please note: In connection with your application for employment, your credit report will be obtained and reviewed. Under CA law, you have a right to receive a free copy of your credit report by checking the appropriate box below. Your credit report will be mailed to you by the credit bureau. In the alternative, you may elect to receive the entire investigative consumer report, which will include your credit report.

- YES, I am a California resident and would like a free copy of my credit report; or
- YES, I am a California resident and would like a free copy of my investigative consumer report.

Printed Name _____

Street Address _____

City, State, Zip _____

FOR OFFICE USE ONLY –

Employer please note: If consumer checks "YES" regarding the credit report, and you do request a credit report, please fax this form to your Choice Point service center. If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.

BACKGROUND VERIFICATION DISCLOSURE

As part of the employment process, Cornell Cooperative Extension Tompkins County will obtain an investigative consumer report. The investigative consumer report may include information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living.

The following Consumer Reporting Agency will prepare the report:

Choice Point Services Inc.
1000 Alderman Dr.
Alpharetta, GA 30005

California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact Choice Point during normal business hours to obtain your file for your review. You may obtain such information as follows:

- 1. In person at Choice Point's office at the address listed above. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want Choice Point to disclose to or discuss your information with this third party, you may be required to provide a written statement granting Choice Point permission to do so.*
- 2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.*
- 3. By telephone, if you have previously made a written request and provided proper identification. Choice Point has trained personnel to explain any information that is furnished to you and to explain any information that is coded.*

Cornell Cooperative Extension of Tompkins County Confidentiality Promise

- Employment applications are directed to staff who will contact you about the position.
- Documents containing your social security and driver's license number, and reference letters will be kept in a locked file.
- The Criminal History File Check results, done by screening national databases, are ONLY accessible to the CCETC Executive Director or Human Resources Manager. If a problem exists, they will contact you.
- Applications and screening documents are kept on file for a minimum of 3 years after the application is made or 6 years after termination of service to CCETC whichever is longer.
- CCETC does not release any mailing lists with employee information for any purpose unless required by law.
- As an employee for CCETC, you may on occasion receive information about CCETC programs.