



BACKGROUND CHECK AUTHORIZATION

Earthplace, the Nature Discovery Center's (Earthplace) Human Resources representative will order the background check upon receipt of the signed authorization form, and an employment screening service will conduct the check. A designated Human Resources representative will review all results.

The Human Resources representative will notify the hiring manager regarding the results of the background check. In instances where negative or incomplete information is obtained, the appropriate management will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired/allowed to volunteer at Earthplace.

Background check information will be maintained in a file separate from employee's/volunteer's employment/volunteer records.

Earthplace, the Nature Discovery Center reserves the right to modify this policy at any time without notice.

I, _____ (PRINT NAME), hereby authorize Earthplace to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Earthplace will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of Earthplace's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my employment/volunteer application will not be processed further.

Signature _____ Date

PLEASE PRINT CLEARLY

Last Name _____ First Name _____ Middle Name _____

Former Last Name _____ Date of Birth _____ Soc Sec # _____

House # _____ Apt# _____ Street _____

City _____ State _____ Zip _____

PROGRAM/DEPARTMENT NAME: Animal Hall Nursery School After School Enrichment Program

Summer Camp Education Programs Harbor Watch Development/Fundraising Administration