

# Background Check Authorization Form



Earthplace, the Nature Discovery Center's (Earthplace) Human Resource 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 Resource representative will review all results.

The Human Resource 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.

\_\_\_\_\_  
Name (PRINTED)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PRINT CLEARLY

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Name

\_\_\_\_\_

Former Last Name

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Social Security #

\_\_\_\_\_

House #

\_\_\_\_\_

Apt #

\_\_\_\_\_

Street

\_\_\_\_\_

## Return Completed Background Check Authorization Form

**Mail:** Attn: Human Resources, 10 Woodside Ln, Westport, CT 06880

**Email:** Human Resources at [l.holder@earthplace.org](mailto:l.holder@earthplace.org)

### Questions? Contact

Human Resources at 203.557.4400 or [l.holder@earthplace.org](mailto:l.holder@earthplace.org)

Earthplace | 10 Woodside Ln, Westport, CT 06880 | [earthplace.org](http://earthplace.org) | 203.557.4400

