

NOTICE TO VOLUNTEERS REGARDING BACKGROUND INVESTIGATIONS

Due to the importance of maintaining a safe environment for students, Zionsville Community Schools conducts criminal history background checks for all prospective employees, volunteers, private tutors, or other adults who may have contact with students. The language that follows is in accordance with state statute in which the term consumer report is broadly construed. ZCS does not conduct credit reports. The background check ZCS will conduct is limited exclusively to criminal history. Thank you for your assistance in helping to secure the safety of our schools.

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, and motor vehicle record may be obtained in connection with your application as a volunteer with Zionsville Community Schools. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your volunteer status with Zionsville Community Schools. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to volunteers is an investigation into your education, character references and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296. Before any adverse action is taken, based in whole or in part of the information contained in the consumer report, you will be provided a copy of the report, the name, address and the telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting act, as well as additional information on your rights under the law.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize Zionsville Community Schools to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my volunteer status at Zionsville Community Schools. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

Print Name _____ (last, first, middle)

Date of Birth _____ (MM/DD/YYYY)

Any other names I have been known by _____

Current Address: _____

Signature

Date