

**YMCA of Northwest North Carolina
SECURITY CHECK AUTHORIZATION (EMPLOYEE)**

DATE: _____ BRANCH: _____ DEPARTMENT: _____ POSITION: _____

NAME OF EMPLOYEE: _____ New Hire Re-hire Volunteer

(Please Print Name)

SEX: M F RACE: White Black/African American Hispanic/Latino Asian Native Hawaiian/Other Pacific Islander
 American Indian/Alaskan Native 2 or More Races

Starting with PRESENT ADDRESS, list all previous addresses and name(s) used at the address if different than above. Do not use P. O. Boxes.

ADDRESS: _____
(Street) (City, State & Zip) (From/To) (Name)

ADDRESS: _____
(Street) (City, State & Zip) (From/To) (Name)

ADDRESS: _____
(Street) (City, State & Zip) (From/To) (Name)

ADDRESS: _____
(Street) (City, State & Zip) (From/To) (Name)

ADDRESS: _____
(Street) (City, State & Zip) (From/To) (Name)

ADDRESS: _____
(Street) (City, State & Zip) (From/To) (Name)

(If additional space is needed for address, please use a separate sheet of paper)

DATE OF BIRTH: _____ SOCIAL SECURITY #: _____

DRIVER'S LICENSE INFORMATION: _____
(State and License Number)

"DISCLOSURE AND AUTHORIZATION: I understand that the YMCA may utilize the services of an outside agency to obtain a security checks report, including a check of my criminal history, motor vehicle record, and social security number verification as part of the procedure for processing my application for employment. I understand that before I am denied employment based on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act. I understand that if I disagree with the accuracy of any information in the report, I must notify the YMCA within five days of my receipt of the report. If I notify the YMCA within five days of the receipt of the report that I am challenging information in the report, the YMCA will not make a final decision on my employment status until after I have had a reasonable opportunity to address the information contained in the report. Finally, I understand that my employment with the YMCA is conditional based on the results of a criminal record check and MVR Report and that the YMCA has sole discretion in making this decision. I acknowledge that I have been given a copy of the YMCA "Security Checks Policy" and understand that I must abide by those guidelines at all times while employed by the YMCA."

(Signature of Applicant/Employee)

(Date)

(Applicant/Employee - Do Not Write Beyond This Line)

(THIS FORM SHOULD BE FAXED TO HUMAN RESOURCES PRIOR TO HIRING)

REQUEST MADE BY: _____ / _____ Criminal Check Only MVR Only Both
(Signature) (Date)

(Print Name)