CCE Tioga County CCE Chemung County

56 Main Street Human Resources Center

Owego, New York 13827 425 Pennsylvania Avenue

Phone (607) 687-4020 Elmira, New York 14904

Fax (607) 687-3619 Phone (607) 734-4453

 Fax (607) 734-7740

**Background Screening**

What does the background screening include?

 The background screening conducted by Cornell Cooperative Extension of Tioga and/or Chemung Counties includes a Criminal Background Check, a Sex Offender Registry Check and a Social Security Number Verification.

How is the information used?

 Cornell Cooperative Extension of Tioga and/or Chemung will use the information as part of the screening process to determine your eligibility as a volunteer. All information supplied will be kept confidential. All applicants volunteering for more than one day per year must supply a Social Security Number and a Drivers License number (if applicable). These identifiers are used to verify your identity and will be maintained in a secure manner.

What if we do not receive a clean report?

 Cornell Cooperative Extension and First Advantage Background Screening Corp. will notify you, the applicant, of a negative finding in writing and supply information to resolve any issues and/or inaccuracies.

**Authorization/ Consent for Background Check**

During the application process and at any time during the tenure of my service with Cornell Cooperative Extension Tioga/Chemung, I hereby authorize First Advantage Background Screening Corp., on behalf of Cornell Cooperative Extension Tioga/Chemung to procure a consumer report which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be complied with information from courts 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, or personal characteristics.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Signature Date

\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number \* Date of Birth\*

\*For identification purposes only

**Background Verification Disclosure**

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

Cornell Cooperative Extension provides equal program and employment opportunities.