



VOLUNTEER APPLICATION

Processing takes approximately 24 hours.

Pursuant to state law, SC Code Sections 23-3-430 and 59-19-117 and as a proactive measure to ensure the safety of the students, all volunteers will be screened.

Definition: A volunteer is any person providing services for or on behalf of ACTC, on the premises of district property or at a school-sponsored or school-related activity on or off school property, who does not receive compensation or benefits.

Applicability:

- Volunteers engaged in direct contact with students and volunteer activities, before, during, or after school hours, without the direct supervision (or in the presence) of district employees must complete an application and the School Check IN system must be processed on each one. This procedure must be done on a yearly basis.
- Volunteers assisting participating in any extracurricular activities (Robotics, FFA, etc...) must complete a volunteer application for a complete background check.

Before allowing individuals to volunteer, you must follow the steps given below, and acceptance of and adherence to these procedures is mandatory to participation as a volunteer.

There are no exceptions.

Date of Application _____ Male _____ Female _____ Race: _____

Name _____

Address _____

Telephone Number _____ Email _____

Date of Birth _____ SSN _____ Driver's License # _____ State _____

Have you ever been convicted of any violations of law other than a minor traffic violation or bad check charge?

_____ If yes, state the nature, date, and place of conviction: _____

List the school personnel you are volunteering to assist _____

Check here if you are volunteering as a coach _____ If so, what program? _____

Have you ever worked in Anderson One, Anderson Two or ACTC? _____

EMERGENCY CONTACT

Name _____ Address _____

Phone Number _____ Relation _____

REFERENCES: List two professional contacts, not relatives, who are familiar with your work habits and skills

Name _____ Occupation/Title _____

Address _____ Phone _____

Name _____ Occupation/Title _____

Address _____ Phone _____

WORK HISTORY

Employer _____ Dates Employed _____

Address _____ Phone _____

Job Title _____ Name of Supervisor _____

STUDENT CONNECTION INFORMATION

Student Name _____ Home High School _____

Program Students Attends at ACTC _____

Upon signing this authorization, you are consenting to a background check in conjunction with your desire to become a volunteer. The background check requires your submission of personal information, including but not limited to: legal name, address, date of birth, social security number and driver's license number.

ANDERSON 1 & 2 CAREER & TECHNOLOGY CENTER, (ACTC) (the "Company") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "Consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Background Investigation Bureau, LLC, ("BIB"), 9710 Northcross Center Court,

Huntersville, NC 28078, (877) 439-3900. The source of any credit report will be Background Investigation Bureau, LLC, ("BIB"), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900. The BIB privacy policy may be found at: BIB.com

AUTHORIZATION AND ACKNOWLEDGMENT REGARDING BACKGROUND INVESTIGATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION, "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", "ADDITIONAL STATE LAW NOTICES" and certify that I have read and understand those documents. I hereby authorize **ACTC** ("the Organization") to obtain "consumer reports" about me at any time after receipt of this authorization and, if I am allowed to serve, throughout the term of my volunteer service. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, military branch, institution, school or university (public or private), information service bureau, past or present employer or supervisor, private business, insurance company or personal reference, and/or other persons to furnish any and all background information requested by Background Investigation Bureau, LLC., additional third-party organizations acting on behalf of Organization, and/or Organization itself. I agree that a facsimile ("fax") or photographic copy or digital copy of this Authorization shall be as valid as the original.

My signature below authorizes **ACTC** to conduct a background investigation and authorizes release of information in connection with my application to volunteer in the district as needed. This investigation will include a criminal record history check through the S.C. Law Enforcement Division (SLED) and/or BIB and may include information from sources such as previous employers and personal references and other appropriate agencies or individuals. I waive my right of access to any such information. Without limitation, I hereby release **ACTC** and all references and data sources from any liability in connection with the application materials and information from all sources become the property of **ACTC**. Furthermore, I certify that I have made true, correct and complete answers and statements on this application for volunteering in the knowledge that this information may be relied upon considering my application.

I understand that approval for me to volunteer or serve is conditional upon the District's receipt of a satisfactory criminal history record. I authorize the District to obtain my criminal history and/or driving record.

Signature: _____ Date: _____

Please check this box if you are a **Minnesota** or **Oklahoma** applicant or employee and would like to receive a copy of a consumer report if one is obtained by the Company. _____

Please check this box if you are a **California** applicant or employee and you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law. By signing above, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW _____

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

ACTC (“the Company”) may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates.

These reports may contain information regarding your criminal history, credit history, motor vehicle records (“driving records”), verification of your education or employment history or other background checks. 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 applicants for employment is an investigation into your employment history conducted by Background Investigation Bureau, LLC, (“BIB”), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ADDITIONAL STATE LAW NOTICES

If you live in, work in, or are seeking work for Anderson School District One (“the Company”) in Massachusetts, Minnesota, New Jersey, New York, or Washington State, please note:

MASSACHUSETTS APPLICANTS/EMPLOYEES: You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency, Background Investigation Bureau, LLC, (“BIB”), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900.

MINNESOTA APPLICANTS/EMPLOYEES: You have the right, upon written request, to receive a complete and accurate disclosure of the nature and scope of any consumer report by contacting the consumer reporting agency, Background Investigation Bureau, LLC, (“BIB”), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900. The consumer reporting agency must make this disclosure within five days of receipt of your request or of the Company’s request for the report, whichever is later.

NEW JERSEY APPLICANTS/EMPLOYEES: You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency, Background Investigation Bureau, LLC, (“BIB”), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900.

NEW YORK APPLICANTS/EMPLOYEES: You have the right, upon request, to be informed of whether or not a consumer report was requested from a consumer reporting agency by contacting the consumer reporting agency, Background Investigation Bureau, LLC, (“BIB”), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting BIB with the contact information above.

WASHINGTON STATE APPLICANTS/EMPLOYEES: If Company requests an investigative consumer report from a consumer reporting agency, you have the right to receive a complete and accurate disclosure of the nature and scope of the investigation requested by Company. You also have the right to request from the consumer reporting agency, Background Investigation Bureau, LLC, (“BIB”), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900, a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

ACTC, (the "Company") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Background Investigation Bureau, LLC, ("BIB"), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900. The source of any credit report will be Background Investigation Bureau, LLC, ("BIB"), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900. The BIB privacy policy may be found at www.BIB.com The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

EMPLOYEE USE ONLY

Applicants Name _____

Date of Application Submission _____

_____ School I-denti Kid Completed

_____ SLED Background Check Form Completed

_____ SLED Background Check Completed

_____ Copy of Drivers License (front and back)

_____ Signature on this form...page 3