



**BOYS & GIRLS CLUBS
OF MERCER COUNTY**

CRIMINAL BACKGROUND CHECK

Submit with completed application to:
Kelly Watts, Senior Director of Development and Marketing
212 Centre Street | Trenton, NJ 08611
kwatts@bgcmercer.org
(609) 392-3191 ext. 127
(609) 393-6343 (fax)
www.bgcmercer.org

Our volunteer application must be submitted with this criminal background check form (if applicant is 18 or over. If under 18, a parental consent form is required instead.)

NOTICE TO APPLICANTS REGARDING CRIMINAL BACKGROUND CHECKS

The Boys & Girls Club of Trenton believes in the importance of hiring the finest qualified people. To that end, and being mindful of our responsibilities to the people in our care, all employees and volunteers are subjected to a criminal background check.

Procedure:

Director of Community Engagement informs the applicant of the above policy. After a personal interview and prior to the start of a volunteer work assignment, the applicant will be informed that Club will run a criminal background check with a reputable agency. The Club maintains the criminal background report in a confidential personal file. Any applicant who verified that s/he did not have any criminal convictions will not be hired in a volunteer capacity if s/he does indeed have a criminal background.

Should the criminal background indicate a record of conviction(s), the conviction(s) of a crime will not necessarily bar volunteer employment. In determining whether or not to deny employment based on the applicant's conviction(s), the Club will consider the following:

- The job relatedness of the conviction(s)
- The nature, number and circumstances of the offense(s) for which the individual was convicted
- The length of time intervening between the conviction(s) and the employment decision
- The individual's employment history
- The individual's efforts at rehabilitation

Should the applicant be denied volunteer employment because of the criminal background check, the applicant will be told how to contact the agency to obtain a copy of his/her report.

CRIMINAL BACKGROUND VERIFICATION: I verify that, to the best of my knowledge, I have never been convicted of a crime.

Signed _____ Date _____ (over)

Authorization For Release of Personal Record Information

First Middle Last Social Security #

To whom it may concern:

- I have read the attached "Notice to Applicants Regarding Criminal Background Checks" and hereby authorize the company to obtain investigative criminal reports as described.
- I understand that I have the right to make a written request within a reasonable amount of time to receive additional, detailed information about the nature and scope of any investigative report or other consumer reports that are made, including the name, address and telephone number of the reporting agency.
- I hereby authorize and request any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish bearer with any and all information in their possession regarding me, in order that my employment qualifications may be evaluated. I hold said persons and/or organizations blameless and without liability for statements or opinions made regarding my character, experience or qualifications. I am willing to have a photocopy of this authorization be accepted with the same authority as the original.

I hereby acknowledge that I have read the above statement and understand it.

Signature

Date

PLEASE PRINT CLEARLY

Home Phone (_____) _____ Cell (_____) _____

Date of Birth (for identification only) _____ / _____ / _____
Month Day Year

Other Names Used (include maiden, married, nickname, name change)

_____ Dates used: From _____ to _____

_____ Dates used: From _____ to _____

Current & Former Addresses (please start with current address/include dates)

Street Address/City/State	Start Date	End Date

Driver's License #: _____

State Issued _____ Expiration Date _____