



Authorization Form for Background Check

NAME: _____ PROGRAM: _____

BIRTHDATE: _____ SOCIAL SECURITY: _____

ADDRESS: _____

Family Tree conducts a background check on all paid employees and volunteers. It is important to the agency to put our best effort into providing a safe environment to clients, employees and volunteers. Our clients are particularly vulnerable but they are also our customers. Anyone can have an undesirable background and it would not be appropriate for Family Tree to wait and see who has a history that could potentially harm others and/or contradict Family Tree's mission. This is to protect of staff, clients and the integrity of Family Tree as an agency. Volunteers are asked to cover the cost of their own background checks.

The background check is not a credit check and only reports criminal convictions and arrests.

Convictions do not necessarily disqualify an applicant from employment or volunteer work.

All information received from the background check will be reported to the Managing Director of the program for which the employee/volunteer works. **All information given by staff to Family Tree is confidential within Family Tree and may not be released to anyone outside of this agency without the employee's/volunteer's written consent. This also applies to information Family Tree receives from CBI and/or the Colorado Department of Human Services.** However, that information which is given to, or received by Family Tree can be disclosed without written consent in certain circumstances. A life endangering situation to the employee/volunteer or others, an investigation into charges of child abuse or neglect, and/or a report of child abuse allegations to the Dept. of Human Services are examples.

Once fingerprints are on file with Family Tree Inc. any violation(s) will continue to be reported to Family Tree and employment/volunteer work may be contingent on circumstances surrounding the violation(s).

I have read and understand the information explained above and hereby authorize Family Tree, Inc. to process a background check via Colorado Bureau of Investigations and the Colorado Department of Human Services.

Signature

Date

Director of Volunteer Services

Date