The best way to protect the children who participate in your programs is to prevent potential abusers from gaining access to them.

Listed below are the steps the [Insert Club Name] will follow when evaluating a candidate’s personal and work history.

**Application and Interview**

* Our application should clearly state that the organization will aggressively investigate to eliminate potential child abuse.
* Every candidate will read and sign the Code of Conduct as a part of the interview process.
* Any time gap in the applicant’s work or education history should be explained and documented.

**References**

* A minimum of three references will be checked for all employees and volunteers working with or around children. At least one reference will be a personal or family member. Every reference should be contacted with the results documented in a personnel file.
* All references will also be told that the Boys & Girls Club takes child safety seriously and asked if the applicant is suitable to work with children.
* Should candidates for employment or volunteer service have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club’s supervisor must be obtained prior to extending an offer for employment or volunteer service.

**Background Checks**

* Applicants for potential employment or volunteer service who will be working with or around children are required to complete a mandatory Criminal Background Check (CBC). CBC results will be kept in the applicant’s personnel file.
* Name-based or fingerprint-based record searches may be used in any combination but shall be used, at a minimum, to (a) verify the person’s identity and legal aliases through verification of a social security number, (b) conduct a search of the National Sex Offender Registry, and (c) provide a comprehensive criminal search which  includes a national search and a statewide criminal search or county level  criminal search, depending on your jurisdiction.
* If the applicant has lived, worked, or attended school in multiple jurisdictions over the last 5 years, a CBC should be seriously considered from each of those jurisdictions.
* The following will disqualify a candidate from consideration for employment or volunteer service:
	+ The candidate refuses to consent to a criminal background check or makes a false statement in connection with the background check.
	+ The candidate is registered or required to be registered on a state or national sex offender registry.
	+ The candidate has been convicted of a felony involving murder, crimes against children such as child abuse or possession of child pornography, domestic violence, abduction or human trafficking, rape or sexual assault, possession or use of a weapon, assault, or battery.
	+ The candidate has been convicted of a drug related offense within the last 5 years.

**Documentation**

* Personnel files with at least a signed, written application and verification of all reference checks should be maintained for all program volunteers, employees, and any applicants who are rejected for non-technical (i.e., history of abuse, potential for abuse, etc.) reasons.

**Notice and Authorization Concerning Consumer and Investigative Consumer Reports**

This form, which you should read carefully and in entirety, has been provided to you because you are a consumer with rights under the Fair Credit Reporting Act. The [Insert Club Name] (“Club”) may request a criminal background report, a consumer report, or an investigative consumer report in connection with you application for employment or volunteer service, or at any time during the course of your employment or volunteer service with the Club, if any, for purposes of evaluating your suitability for employment or volunteer service, promotion, reassignment, or retention as an employee or volunteer. Additionally, in the event that claims or disputes between you and the [Insert Club Name] are filed with any third parties, the Club may request investigative reports for purposes of evaluation or response, regardless of whether you remain in the employ of the Club at the time such claims or disputes arise.

The types of reports that may be requested from [Insert Name of Screening Organization/Consumer Reporting Agency] or other registry under this policy include, but are in no way limited to, criminal records checks including sex offender registries, court records checks, driving records, summaries of educational and employment records and histories, and credit checks. **Please note:** The [Insert Club Name] will maintain the complete confidentiality of all information obtained through criminal background checks, reference checks, and all information on application forms, including information regarding disqualification decisions.

**The [Insert Club Name] is an equal opportunity employer and will not discriminate against any person on the basis of race, color, creed, sex, sexual orientation, religion, age, disability, national origin, citizenship, or marital status.**

**Authorization**

I, the undersigned applicant, have carefully read and understand this notice and authorization for and, by my signature below, consent to the release of criminal background search reports, consumer reports, and investigative consumer reports, as defined above, to the [Insert Club Name] (1) in conjunction with my application for employment or volunteer service, (2) during the entire course of my employment or volunteer service, if any, and (3) after any such employment or volunteer service ends. I further understand that any and all information contained in my job application or otherwise disclosed to the Club by me before, during, or after my employment or volunteer service, if any, may be utilized for the purpose of obtaining the criminal background search reports, consumer reports, and investigative consumer reports requested by the Club and confirm that all such information provided in connection with my application is true and correct. I understand and acknowledge that noting in this notice and authorization is intended to be, or if, a guarantee of employment or a promise of continued employment. If employed or accepted as a volunteer by the Club, my employment or volunteer service will not be for a specified period of time and can be terminated at any time and for any reason, with or without cause or notice, by me or by the [Insert Club Name].

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Social Security Number:** \_\_\_\_ - \_\_\_ - \_\_\_\_\_

**Full Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_

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

**Signature of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Signed:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_