

ORANGE COUNTY COMMUNITY & ENVIRONMENTAL SERVICES

Background Screening Request Form

Applicant Name (Please Print): _____
Last First Middle

Please List All Other Names You Have Used: (i.e. Alias, Maiden)
1. _____ 2. _____

Social Security Number: _____ - _____ - _____ (Required) Date of Birth: ____/____/____ (Required)
Month Day Year

Race (circle one) Black White Hispanic Asian/Pacific Islander American Indian Other _____ Sex: Male Female

Present Address (No P.O. Box addresses): _____ Phone# _____

City _____ County _____ State _____ Zip _____

It is the highest priority of the Community & Environmental Services Department to ensure the safety and well being of all citizens. In order to provide a safe and secure atmosphere for our community, all employees, contractors, participants, volunteers, and volunteers of youth program partners utilizing county owned fields and facilities will be screened. The Community & Environmental Services Department will incur all costs of the background screenings. All information received from the background check applications and reports will be used for the purpose of determining applicant's eligibility as an unpaid Student Intern or Volunteer. Thank you for your support and cooperation in this very important matter.

- Eligibility Criteria** NO Student Intern or Volunteer Applicant will be accepted who has been:
A. Arrested or convicted of any crime involving sexual misconduct with or against a minor.
B. Arrested or convicted for any type of violent crime.
C. Arrested or convicted of any crime involving illegal drugs or alcohol
D. Arrested or convicted of child abuse or domestic violence.

All arrests and convictions will be examined in order to determine whether the incident is related to the volunteer position. In these situations eligibility determinations are based on a minimum of the last five years.

Categories(Check one): Unpaid Student Intern Volunteer

If a Student Intern or Volunteer is turned away and desires to appeal the decision, the process is as follows:
For Student Interns or volunteers applying with Orange County Community & Environmental Services:
Any Student Intern or Volunteer applying to work with Orange County Community & Environmental Services programs that is turned away based on the background screening may appeal to the Elected Division's Manager or his/her designee for reconsideration to volunteer. The volunteer must be willing to discuss with Orange County Officials his (hers) record(s). Should the individual be reconsidered, the Division Officials can request in writing for an appeal hearing before the appropriate Division Appeal Committee for reconsideration.
● *For Student Interns or Volunteers of youth associations utilizing Orange County Community & Environmental Services facilities:*
The Community & Environmental Services Department Office will notify the elected Divisions Assistant Manager with a list of all volunteers denied because of failure to meet the eligibility criteria standard's listed above. The Assistant Manager of the Division may then appeal to the Department Office on their behalf. The Department Office will then review the information and make a final ruling. A list of volunteers, who did not appeal or were denied appeals, will be sent to the elected divisions Assistant Manager making them aware of the volunteer's denial. The Assistant Manager will then notify remaining divisions that they are not eligible. At no time will the reason for denial be disclosed.
Minimum age for un-chaperoned volunteers is 16. If a child under the age of 16 would like to volunteer for any of our programs, they must be accompanied by a parent or legal guardian at all times during their volunteer work. Staff will not be considered a chaperone and the rule of three shall always be followed.

The Orange County Community & Environmental Services Department reserves the right to make changes to the Background Screening Eligibility Criteria whenever deemed necessary for the safety and protection of our community without notification to the applicant.

Elected Division: Environmental Protection Code Enforcement Neighborhood Services

I understand the above information is true and will be utilized to determine eligibility for employment or providing a service with Orange County Community & Environmental Services.

Applicant Signature Print Name Date

ADMINISTRATION USE ONLY
Site Supervisor Approval: _____
Program Manager Approval: _____
Site Location: _____
Receive Date: _____ Position: _____
Date Submitted to HR Section: _____

REVISED
07/10

HUMAN RESOURCE USE ONLY
Receive Date: _____
Submission Date: _____
Retrieval Date: _____
Results: Pass Fail Date: _____