



Northwest Arkansas Women's Shelter

Background Checks: Volunteer Program Application

- I. **Checks Required**—In order to ensure the safety of our clients and staff, we require the following background checks for all incoming volunteers:
 - i. **Federal Criminal Background Check and OIG check** via our background check provider In-N-Out Screening Services (NOSS) (attached)
 - ii. **Arkansas Adult Maltreatment Registry Check** (complete by visiting https://ardhs.formstack.com/forms/daabh_adult_maltreatment_check)
**Please select either “Non-Profit” or “Volunteer” for the agency as there is no charge.
 - iii. **Arkansas Child Maltreatment Registry Check** (complete by visiting https://ardhs.formstack.com/forms/dcfcs_central_registry_request_v2)
**Please select the following answer for the first question: “None of the above applies, but you would like a registry check.”

- II. **Forms**—Each form (NOSS, Child Maltreatment Check, and Adult Maltreatment Check) must be completed in its entirety. Forms with missing fields will not be accepted. The two maltreatment forms must be notarized (a service offered by most banks at no charge to customers). Please note the two maltreatment registry check forms are filled out online and a printable copy will be emailed to you for printing and notarizing. Once notarized, please send your completed forms to Amber either via email at alacewell@nwaws.org or by mailing hard copies to NWAWS Volunteer Program, PO Box 1059, Rogers, AR 72757

- III. **Cost**—**Background check fees are \$17.50.** In order to off-set these costs, we ask all prospective volunteers cover this fee. You may make a donation online at www.nwaws.org/volunteer-fee/ or mail a check to NWAWS Volunteer Program, PO Box 1059, Rogers, AR 72757. Please make a note that this is for a background check. Volunteer applications will not be processed until this fee has been received.

**NORTHWEST
ARKANSAS
WOMEN'S
SHELTER**

**Background & Criminal Record Search Release Form
(PLEASE WRITE & PRINT CLEARLY ON THIS FORM)**



Person Ordering Search:	Amber Lacewell	Applicants Dept:	Volunteer	Applicants Job:	n/a
CLEARLY PRINT APPLICANT'S FULL NAME (First, Middle & Last):					
Other Names / A. K. A. / Known By:					
Social Security Number:		Date of Birth:		Email:	
Current Address:					
Driver's License State:		Driver License Number:		Phone:	
Other Residence PAST 7 years:		City:	State:	County:	Years:
Other Residence PAST 7 years:		City:	State:	County:	Years:
Other Residence PAST 7 years:		City:	State:	County:	Years:
Other Residence PAST 7 years:		City:	State:	County:	Years:
Name of High School or GED Equivalent Institution:				City /State:	
Dates attended (Years):		From:	To:	Year Graduated or Received Diploma:	
Name of College /Institution of Higher Learning:				City/State:	
Dates attended (Years):		From:	To:	Year Graduated or Received Diploma:	
Name as it appears on your High School or GED (If Applicable):					
Name as it appears on your Under-Graduate Degree / Graduate Degree (If Applicable):					
May we contact your present employer for an employment verification / job reference?				YES	Or NO
* * LIST ANY AND ALL CRIMINAL (FELONY'S / MISDEMEANOR'S) (Additional Space on Back * *					
Offense & Date:		City / St / County:			
Offense & Date:		City / St / County:			
Offense & Date:		City / St / County:			
Offense & Date:		City / St / County:			
Offense & Date:		City / St / County:			
<p>Pursuant to the requirements of the Fair Credit Reporting Act, I acknowledge that a credit report, consumer report and investigative consumer report may be made in connection with my application for employment with prospective employer, including contract for services. I understand that these investigative background inquiries may include credit, consumer, criminal, driving, social media, personal and professional web-sites, previous employment and other reports. These reports may include information as to my character, work habits performance and experience, along with reasons for termination of past employment from previous employers. Further, I understand that a prospective employer, N Out Screening Services, Axiom, ClearStar Logistics and affiliated 3rd Party reporting agencies may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my education / school records, driving, credit, criminal, civil and other experiences, as well as claims involving me in the files of insurance companies.</p> <p>I understand the information obtained will be used as one basis for employment/contract for services or denial of employment/contract for services. I hereby, discharge, release, and indemnify the prospective employer, N Out Screening Services, Axiom, ClearStar Logistics and affiliated reporting agencies/servants and employee's, and all parties that rely on this release and/or the information obtained with this release from any and all liability and claims arising by reason of the use of this release and dissemination of information that is false and untrue if obtained from a third party without verification.</p> <p>I hereby authorize the release to N Out Screening Services, Axiom, ClearStar Logistics and affiliated 3rd Party reporting agencies, of information held by any parties regarding my Criminal History information, to include my record of arrests and, or convictions for violations of any federal, state, local statutes or ordinances, my credit history, workers compensation history, driving record and hereby release any said person, companies or law enforcement authorities from any liability for any damage whatsoever for issuing this information. I further understand this information may be reviewed initially and periodically by N Out Screening Services, Axiom, ClearStar Logistics and reported to my prospective employer.</p> <p>I understand my prospective employer intends to utilize the investigation into my background for employment purposes only, and shall not disclose such information to any other party. I hereby acknowledge that N Out Screening Services, Axiom, ClearStar Logistics and affiliated 3rd Party reporting agencies cannot vouch for or guarantee accuracy of information provided by third parties. Accordingly, I release N Out Screening Services, Axiom, ClearStar Logistics and affiliated 3rd Party reporting agencies and / or my prospective employer from any and all liability arising out of any errors or omissions regarding my background information and authorize N Out Screening Services, Axiom, ClearStar Logistic and affiliated 3rd Party reporting agencies to release the results of its investigation to my prospective employer. NOTE: Louisiana driving records are supplied by American Driving Records.</p> <p>I authorize, without reservation, any party or agency contacted by, N Out Screening Services, Axiom, ClearStar Logistics and affiliated 3rd Party reporting agencies to furnish the information mentioned above. A photocopy of this authorization shall have the same effect as the original. Upon your written request within a reasonable amount of time, the investigative agency compiling a report will make a complete and accurate disclosure of the nature and scope of the investigation. In addition, if you are denied employment either wholly or partly because of information contained in a consumer report, a disclosure will be made to you of the name, and address of the investigative agency making such a report.</p> <p>I HEREBY REQUEST THE FULL DISCLOSURE OF ALL INFORMATION PERTAINING TO MY EMPLOYMENT AT YOUR COMPANY, TO ALSO INCLUDE DATES OF EMPLOYMENT, JOB TITLE/POSITION. I release and hold harmless all former employers from any damages, claims, causes of action and liability in reference to furnishing and verifying such information</p>					
<p>1. The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. This information is for consumer report purposes only.</p> <p>2. A "Consumer Report" may consist of employment records, educational verification, licensure verification, driving record, previous address and public records relative to criminal charges.</p> <p>3. An "Investigative Consumer Report" means a consumer report or portion thereof in which information on a consumer's character, general reputation, personal characteristics, or made of living is obtained through personal interviews with persons having knowledge.</p>					
Applicant's Signature:				Date:	