



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**YMCA of Michiana, Inc. Employee Release & Disclosure Form
For Criminal History Record Search**

Disclosure: Criminal History and National Sexual Offender (CH&NSO) Background checks are required for all existing YMCA of Michiana, Inc., staff employees hired, transferred, promoted, reclassified or reassigned, or for the security of YMCA of Michiana, Inc. resources. If the CH&NSO background check reveals a criminal conviction or other information relevant to that position, you may be disqualified from holding that position.

Authorization: I understand that I am required to furnish the attached information for the YMCA of Michiana, Inc.'s use in determining my continuing qualifications for my current position at the YMCA of Michiana, Inc. I authorize my current employer, previous employers, and any law enforcement agency to release to the YMCA of Michiana, Inc. any information about me which said current or previous employer or law enforcement agency may have in its possession. Unless already prohibited by law, this includes but is not limited to any data or materials involving disciplinary matters that are currently sealed. It also includes any data or materials involving disciplinary matters which the employer has promised to withhold pursuant to any agreement to which I am a party. I agree that a photocopy of this Authorization may be accepted by any law enforcement agency or by my current or former employer in the same manner as the original. I hereby expressly waive any requirement that I be provided prior or contemporaneous notice (either oral or written) of the agency's or employer's release of information or documents about me to the YMCA of Michiana, Inc..

Additionally, I give consent for the YMCA of Michiana, Inc. to run an annual CH&NSO background check if I continue to work for more than 1 year.

I further understand that to the extent the YMCA of Michiana, Inc. is prohibited by law from sharing confidential reports about me that it receives either from a law enforcement agency or from a current or former employer, I am entitled to receive summaries of the contents of the reports upon request.

Release: I hereby release, discharge and exonerate any person, agency or entity supplying information and documents about me to the YMCA of Michiana, Inc. pursuant to the above Authorization from any and all liability of every nature and kind arising out of the furnishing of such information and documents.

Certification: I hereby certify that all statements on the attached background check form are true and correct to the best of my knowledge and belief. I understand that the YMCA of Michiana, Inc. solicits this information and may solicit additional information so as to be informed of my previous record and character. I further understand and agree that any misrepresentation, falsification, or omission of facts by me may constitute good cause for corrective action, up to and including my disqualification, release or dismissal from YMCA of Michiana, Inc.'s employment. I also understand and agree that my employment with the YMCA of Michiana, Inc. is conditioned upon the YMCA of Michiana, Inc.'s determination that the results of this background check are satisfactory. I further agree and understand that future criminal behavior by me may be considered in a review of employment status by the YMCA of Michiana, Inc.

Signature/Date

Parent Signature/Date (if applicant under age 18)

(Complete Other Side)



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Print name: _____
Last First Middle

Date of birth: (mm/dd/yyyy) ____/____/____ Social Security #: ____-____-____

Driver's License #: _____ Driver's License State: _____ Contact phone: _____

Other names you have used: _____

Current address: _____
Street City State Zip

How long have you lived at this address? _____ Male/Female (circle one)

Ethnicity _____ (1) Caucasian; (2) Black; (3) Asian/Pacific Islander; (4) Hispanic; (5) American Indian/Alaska Native

Have you ever been arrested and charged with a crime? (circle one) Yes No

Have you ever been convicted of any crime relating in a manner to children and/or your conduct with them? (circle one) Yes No

If yes, please explain:

Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below? (circle one) Yes No

Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below? (circle one) Yes No

Indecent assault and battery on a child under 14, indecent assault and battery on a mentally retarded person, indecent assault and battery on a person who has obtained the age of 14, rape, rape of a child under 16 with force, assault with intent to commit rape, kidnapping of a child under 16 with the intent to commit rape, distribution and trafficking of narcotics or other controlled substances, intent to commit any of the above crimes.

Signature _____ Date _____

Signature of Parent/Guardian _____ Date _____

(if applicant under age 18)

Privacy Notice

The National Standards Commission, with the support of the American Camp Association (ACA) National Board and ACA Legal Counsel, requires the YMCA of Michiana, Inc. to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is to conduct background checks. The YMCA of Michiana, Inc. policy and federal statute authorize the maintenance of this information.

Furnishing all information on this form is mandatory— failure to provide such information may result in determination that the applicant is ineligible for employment.

The YMCA of Michiana, Inc. official responsible for maintaining the information on this form is the Human Resources Office.