ORANGE COUNTY PARKS AND RECREATION DIVISION

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 Orange County Parks and Recreation Division 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 Parks and Recreation Division 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 employee, contractor, volunteer or participant with Orange County Parks and Recreation, and with the youth association that uses Orange County Parks and Recreation facilities. Thank you for your support and cooperation in this very important matter.

Eligibility Criteria **NO** Student Intern, Contractor, Casual labor, Volunteer or On Call 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)**:** □ **Employment** □ **Vendor** □ **Instructor** □ **Volunteer**

For Volunteers Only: If a volunteer is turned away and desires to appeal the decision, the process is as follows:

For volunteers applying with Orange County Parks and Recreation:

Any volunteer applying to work with Orange County Parks and Recreation programs that is turned away based on the background screening may appeal to the Division's Assistant Manager 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 volunteers of youth associations utilizing Orange County Parks and Recreation facilities:*
  The Parks and Recreation's Activities Office will notify, via certified letter, the league president with a list of all volunteers denied because of failure to meet the criteria standard's set by the division. The president of the league may then appeal to the Activities Committee on their behalf. The committee 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 league president making them aware of the volunteer's denial. The League president will then notify volunteer coaches that they are not eligible. At no time will the reason for denial be disclosed to the league president**.**

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 Parks and Recreation Division 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.

I understand the above information is true and will be utilized to determine eligibility for employment or providing a service with Orange County Parks and Recreation Division.

_____ _____ _____
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:** _____

BCPL: Division Name: _____ Team Name: _____ Phone #:_____