

**NOTICE AND ACKNOWLEDGMENT**  
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

NOTICE REGARDING BACKGROUND INVESTIGATION

Big Brothers Big Sisters or Fairfield County may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, driving record, and/or mode of living, and which can involve personal interviews with sources such as your current and past employers, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by **American Court & Drug Testing Services, Lancaster, OH 740-687-6156**. The scope of this notice and authorization is all-encompassing, however, allowing **Big Brothers Big Sisters of Fairfield County** to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Employer by contacting **American Court & Drug Testing Services** directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **American Court & Drug Testing Services (www.AmericanCourtServices.com)**, another outside organization acting on behalf of **Big Brothers Big Sisters of Fairfield County** itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

*The following is for identification purposes only to perform the background check and will not be used for any other purpose:*

\_\_\_\_\_  
DATE PRINT NAME

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE OR PROSPECTIVE EMPLOYEE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
Date of Birth (For Background Purposes Only)

\_\_\_\_\_  
Drivers License Number State

Current Address: \_\_\_\_\_

Previous Addresses (Last 7 years): \_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEER POLICY**  
**(PLEASE READ)**

A personal interview is required to establish a profile of you and your interests. This profile will be used by the association to best match you with a Little Brother/Little Sister. Except for parents and /or guardians with a direct responsibility for a Little Brother/Little Sister who has been pre-screened and is actively being considered for a match with you, all elements of your profile will be kept in the strictest of confidence. Of course, before any assignment of a Little Brother/Little Sister, a similar profile of the child and the family will be discussed with you to insure that your preferences will be respected.

The undersigned acknowledges and agrees that (1) he/she is not obligated, if called upon, to perform the volunteer service herein applied for and that the agency is not obligated to assign, or to actively seek to assign him/her a Little Brother/Little Sister and (2) as a part of the agency's matching process, additional personal information will be elicited from the applicant by professional agency personnel.

Big Brothers/Big Sisters reserves the right to reject a candidate for any reason which the association, in its sole judgment, determines will or may affect either the best interests of a Little Brother/Little Sister or Big Brothers/Big Sisters of Lancaster and Fairfield County, Inc. Further Big Brothers/Big Sisters reserves the right to withhold the reason(s) for such refusal.

I agree to keep information discussed with me regarding a potential match confidential. I will not discuss this information with any person other than the assigned professional staff of the Big Brother/Big Sister agency.

I give permission to Big Brothers/Big Sisters of Fairfield County to use identifying information (picture, name, personal descriptions) regarding myself in agency publications and/or promotional materials.

I have been given enough information to make an informed decision to participate in the Big Brothers Big Sisters program. I have also received a copy of the consumer grievance policy and procedure.

The undersigned expressly agrees to the above stated conditions in applying as a volunteer with Big Brothers/Big Sisters. The information given in this application is correct and accurate to the best of my knowledge.

Date: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Volunteer Printed Name: \_\_\_\_\_

**APPLICATION FEE:**

Big Brothers/Big Sisters of Fairfield Count is a non-profit agency. We receive our funding from United Way, fund raising activities, as well as, from personal donations. Expenses related to processing the application, references and criminal checks are costly. We invite volunteers to cover the cost of providing the criminal background check, which costs approximately \$25.00, so that more of our monies can be applied toward direct service to our children. If the fee is difficult for you financially and will prevent you from applying, we will waive this fee. Otherwise, payment is greatly appreciated. Please fill out the information below and let us know your preferences. Make checks payable to Big Brothers Big Sisters of Fairfield County.

- I will cover the cost of my criminal background check       Please waive my fee
- I would like to order a Big Brothers Big Sisters t-shirt for \$15.00      Size \_\_\_\_\_ Color: (please circle choice) Red or Purple
- I have enclosed my payment.       check       Cash      \$ \_\_\_\_\_ amount

Signature: \_\_\_\_\_



## CONSUMER GRIEVANCE PROCEDURE

Any individual, family or group of persons who has sought or received services from BBBS or who is currently seeking or receiving services has the right to voice a complaint or file a grievance regarding any aspect of that experience. They may contact the BBBS Executive Director for assistance in filing the grievance.

1. Any formal grievance must be in writing.
2. The grievance must be dated and signed by the consumer or the individual filing the grievance on behalf of the consumer.
3. The grievance must include the date, approximate time, and description of the incident and names of individuals involved in the incident/situation.
4. Grievances must be submitted to the Executive Director at Big Brothers Big Sisters of Fairfield County, Inc., 111 S. Broad Street, Suite 106, P.O. Box 962, Lancaster, Ohio 43130.
5. BBBS will make a resolution decision on the grievance within twenty-one calendar days of receipt of the grievance. Any extenuating circumstance(s) indicating that this time period will need to be extended will be documented in the grievance file and written notification given to the consumer.
6. Written acknowledgement of receipt of the grievance shall be provided to each grievant within three working days from the receipt of the grievance. The written acknowledgment shall include:
  - a. Date grievance was received.
  - b. Summary of grievance.
  - c. Overview of grievance investigation.
  - d. Timetable for completion of investigation and notification of resolution.
  - e. Agency contact's name, address, and telephone number.
7. BBBS will maintain for at least two (2) years from resolution, records of grievances that include:
  - a) A copy of the grievance.
  - b) Documentation reflecting process used and resolution/remedy of the grievance.
  - c) Documentation, if applicable of extenuating circumstance(s) for extending the time period for resolving the grievance beyond twenty-one calendar days.
7. The consumer has the right to file a grievance with outside organizations, that include, but are not limited to, the following:
  - **ADAMH Board of Fairfield County**  
108 W. Main Street  
Lancaster, OH 43130  
(740) 654-0829  
Delaware County Mental Health and Recovery Services Board
  - **OHIO DEPARTMENT OF ALCOHOL AND DRUG ADDICTION SERVICES**  
Two Nationwide Plaza  
280 North High Street, 12<sup>th</sup> Floor  
Columbus, OH 43215  
(614) 466-3445
  - **OHIO LEGAL RIGHTS SERVICES**  
50 W. Broad St. Suite 1400  
Columbus, OH 43215  
(614) 466-9956
  - **U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, CIVIL RIGHTS REGIONAL OFFICE, REGION V**  
105 W. Adams St., 16<sup>th</sup> Floor  
Chicago, Illinois 60606  
(312) 866-2359