

# **NOTICE REGARDING BACKGROUND CHECK FOR VOLUNTEERS**

## **IMPORTANT - PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION**

The University of Notre Dame (“the University”) intends to conduct a background check to verify the information contained in your application to volunteer and to help determine whether you are a suitable candidate. The background information obtained may include, but is not limited to, information about academic degrees, prior employment, criminal record and a drug test. If you become a volunteer for the University, under certain circumstances (such as if you are suspected of theft and/or fraud related to your volunteerism, or if you are applying for or being considered for a change of assignment), the University may conduct an additional background check. Upon your execution of the following Authorization, the University may obtain certain background information from an outside agency. Execution of the following Authorization is a required step in your application to volunteer at the University.

If the University intends to use any information obtained through this background check in whole or in part in making an adverse decision regarding your request to volunteer, the University will provide you with (1) a copy of your background report and (2) a written summary of your rights under the Fair Credit Reporting Act before making the adverse decision.

## **AUTHORIZATION**

I acknowledge receipt of the NOTICE REGARDING BACKGROUND CHECK (“the NOTICE”), and certify that I have read and understand the NOTICE and this Authorization. I hereby authorize the University of Notre Dame to obtain background information about me from an outside agency for purposes of evaluating any aspect of my application to volunteer at the University.

---

SIGNATURE

---

DATE

---

PRINTED NAME

---

SOCIAL SECURITY NUMBER

---

ADDRESS

---

DATE OF BIRTH

---

CITY, STATE, ZIPCODE

---

COUNTY OF RESIDENCE

---

DEPARTMENT

---

FOAPAL NUMBER

---

PARENT SIGNATURE (If under age 18)