

Zero Pay/Volunteer Form

Use for establishing volunteer affiliates of the College

Requester: _____ **Department:** _____
 (please print)

1. Use to establish Academic Courtesy Appointments, Administrative Courtesy Appointments, Volunteers, Affiliates, Contractors or any other person with a legitimate reason to be on the campus, who is not an employee or authorized agent of the College.
2. May be eligible for e-mail, College of Charleston ID card, library privileges, etc. depending on the nature of the affiliation.
3. Must complete personal data sheet and authorization for a background check attached. Must pass background check prior to affiliation being authorized.
4. Email and Domain accounts will terminate on the end listed date unless renewed in advance of that date.

Name:	CWID (if known):
Sponsor:	
Sponsor's Email:	
Affiliate Type: BOT Academic Courtesy Administrative Courtesy Volunteer Misc. Contractor (specify): _____ Campus Contractor (specify): _____	Resources Required: Email Campus ID Card Library Privileges Computer Domain Account Other (describe): _____
If associated with or paid by another agency, provide agency name: _____	Dates of Association: (One academic year assumed unless alternative end date provided) START: _____ END: _____

Approvals:

Dept. Head: _____	Date: _____
VP/Dean: _____	Date: _____
HR: _____	Date: _____

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE AFFILIATE AND THE AGENCY. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT IN WHOLE OR IN PART AND REVOKE THE AFFILIATION AT ANY TIME WITHOUT PRIOR NOTICE.

HR Received: _____	Processed by: _____
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First Name Middle Name Last Name

Preferred First Name Professional Last Name (non-students) (Home) E-Mail Address

Street Address Birth Date (Month/Day/Year)

City State Zip Code Home Phone

Marital Status

Gender

____ Married

____ Male

____ Single

____ Female

Social Security # (9 digits)

Cell Phone

Are you a US Citizen? ____ Y ____ N

Authorized to work in US? ____ Y ____ N

Receive Text Alerts? ____ Y ____ N

Race

Regardless of your answer to ethnicity question, please check one or more races to indicate what you consider yourself to be

____ White

____ Asian

____ Black/African

____ American

American

Indian

____ Alaska Native

____ Native

Hawaiian

____ Pacific Islander

Highest Level of Education

____ Less than HS – Grade ____

____ Completed Grade 11 (11)

____ High School Graduate (12)

____ High School Equivalency (13)

____ Completed 1 Yr College (14)

____ Completed 2 Yrs College (15)

____ Completed 3 Yrs College (16)

____ Associates degree (17)

____ Bachelor's Degree (18)

____ Completed 1 Yr Post-Graduate (19)

____ Completed 2 Yrs Post-Graduate (20)

____ Completed 3 Yrs Post-Graduate (21)

____ Master's (22)

____ Doctorate (26)

____ Juris Doctorate (27)

____ Medical Doctorate (28)

Are You Hispanic/Latino? ____ Y ____ N

In the event of an emergency involving you, please list information below of an appropriate individual whom we may contact.

First Name Last Name Relationship

Street Address Contact Phone

City State Zip Code

Confidentiality Statement:

As an affiliate of the College of Charleston, I understand that all information contained in records and/or files otherwise known by virtue of my association with the College is presumed confidential. Unauthorized release or removal of such information whether to parties internal or external to the College/University is strictly prohibited. I affirm, agree and/or understand that all statements on this form are true and accurate.

Signature Date



Employment Background Screening

www.srandi.com

Surveillance, Resources & Investigations, LLC.

109 Lovett Dr.
Greenville, SC 29606

Toll: 866-621-1109
Tel: 864-232-4144

Fax: 864-232-4140
E-mail: srillc@srandi.com

DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for volunteering and, if you are volunteering, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, College of Charleston (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as Surveillance, Resources and Investigations, LLC.

Surveillance, Resources and Investigations, can be contacted by mail at 109 Lovett Dr, SC 29607; or phone: 1-855-581-0937 or website: www.srandi.com.

For explanation purposes:

- a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

[End of Background Check Disclosures.]



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Applicant- Complete the following information as accurately as possible.

Last: _____ First: _____ MI: _____

SSN*: _____ DL#: _____ State: _____

Birth date*: _____ Phone: _____

Other/Previous Names: _____ Dates Name Used: _____

Other/Previous Names: _____ Dates Name Used: _____

Addresses: List past seven year beginning with your current address (Attach additional sheet if necessary)

Street: _____ City _____ State: _____ Zip: _____ County: _____ Dates: _____

Street: _____ City _____ State: _____ Zip: _____ County: _____ Dates: _____

Street: _____ City _____ State: _____ Zip: _____ County: _____ Dates: _____

ACKNOWLEDGMENT AND AUTHORIZATION RELEASE FOR CONSUMER REPORT/BACKGROUND CHECK

I acknowledge receipt of the separate document DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT which are both available at <https://www.srandi.com/downloads.aspx> and certify that I have read and understand both of the FCRA 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 (a) **Surveillance, Resources, & Investigations “SR&I”** to request information about you from any public or private information source; (b) anyone to provide information about you to SR&I;(c) SR&I to provide us () one or more reports based on that information; and (d) us to share those reports with others for legitimate business purposes related to your employment. SR&I may conduct a background check investigating your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record information, lawsuits, driving record, credit history, and any other information with public or private information sources. I authorize that photocopies of this authorization is as valid as the original. Authorization to be valid for as long as you are an applicant or employee with us.

Signature: _____ **Date:** _____

*This information (SSN and Birth Date) will be used for background screening purposes only and will not be taken into consideration in making any employment decisions.



New York Applicants Only: By signing the authorization, you acknowledge that you have received a copy of New York Correction Law Article 23-A. You have the right, upon written request, to be informed whether an investigative consumer REPORT was requested. If such a REPORT was requested, you will be provided with the name and address of the consumer reporting agency that prepared the REPORT and you can contact that agency to inspect or receive a copy of the REPORT.

**NEW YORK CORRECTION LAW
ARTICLE 23-A
LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES**

§750. Definitions.

For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability.

The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless: (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or (2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment.

At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.



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safety or welfare of specific individuals or the general public.

Washington State Applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Minnesota and Oklahoma Applicants Only: Please check the box to the left if you would like a free copy of any REPORT obtained by the company

Massachusetts and New Jersey Applicants Only: By check the box to the left, you are acknowledging that you have been informed of your right to request a copy of the investigative consumer report we obtained on you and you are exercising your right to obtain a copy of that report

Oregon Applicants Only: Information describing your rights under federal and Oregon law regarding consumer identify theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that Employer has not maintained secured records is available to you upon request.

Vermont Applicant Only: Under Vermont law, no one may access a Vermont consumer's credit report without obtaining the consumer's permission except under the following limited circumstances:
(A) in response to the order of a court having jurisdiction to issue such an order;
(B) for direct mail offers of credit (prescreening), as permitted by the FCRA;
(C) for the purpose of reviewing an account, increasing the credit line on the account, taking collection action on the account, or for other legitimate purposes associated with the account, if the consumer has given ongoing permission to obtain reports in connection with an existing credit relationship;
(D) where the request for a credit report is related to an education loan made, guaranteed, or serviced by the Vermont Student Assistance Corporation;
(E) where the request for a credit report is by the Office of Child Support Services when investigating a child support case;
(F) where the request for a credit report is related to a credit transaction entered into prior to January 1, 1993; or
(G) where the request for a credit report is by the Vermont State Tax Department and is used for the purpose of collecting or investigating delinquent taxes.
If you have obtained consent from the consumer to receive their credit report, the report may only be used for the purpose consented to by the consumer.



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California applicants only: Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA'S file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours on a reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with request for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs

“Proper Identification” includes documents such as a valid driver’s license, social security number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identify. The CRA will provided trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person’s presence. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California Law.

Signature: _____ **Date:** _____

*This information (SSN and Birth Date) will be used for background screening purposes only and will not be taken into consideration in making any employment decisions.



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Para informacion en espanol, visite www.ftc.gov/credit o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if: you are the victim of identify theft and place a fraud alert in your file;
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days..

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.



- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.



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States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board)	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor



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6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

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