

Background Request Form for Volunteer/Community Service/Student Intern



Section A To be completed by Requester/Supervisor

1. Requester/Supervisor Full Name				2. Date of Request		
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Jr., II, etc.</i>	<i>Month</i>	<i>Day</i>	<i>Year</i>
3. Department			4. Position			
5. Your Telephone Number		6. Your Fax Number		7. Your Email Address		
8. Please check which category you are requesting:						
☐ Volunteer		☐ Other (List):				
☐ Community Service						
☐ Student Intern (Not Paid)						
9. Provide a brief description of the services the applicant will be providing:						

Section B To be completed by Applicant

10. Applicant Full Name				11. Date of Birth		
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Jr., II, etc.</i>	<i>Month</i>	<i>Day</i>	<i>Year</i>
12. Position			13. Location			
14. Social Security Number			15. Have you ever been convicted of any crime?			
			☐ Yes ☐ No			
I hereby certify that all statements made are true, complete and correct to the best of my knowledge. I understand that if any false information, omission or misrepresentations are discovered, my request may be rejected. I hereby authorize all persons and entities to whom this release is presented having information relating to me to furnish any and all such information to any authorized personnel within the Oneida Human Resources/Backgrounds for purposes of this request.						

Section C To be completed by Background Investigator

16. Applicant is:			
☐ Eligible		☐ Not Eligible	
17. Background Investigator Signature (required)			18. Date Approved
			<i>Month</i>
			<i>Day</i>
			<i>Year</i>

Note: A Background Information Disclosure (BID) Form may also be required based on location. Please Contact a Backgrounds Investigator at (920)496-7000 to determine if another form is required.