



TO: Coaches/Teachers/Volunteers/Chaperones/Unified Partners  
FM: Janet Smith/Lindsay Bartsch  
DATE: 2016  
RE: Special Olympics Ohio Adult Level A Volunteer Application

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In their continuing effort to provide the safest environment for our athletes, Special Olympics Ohio has initiated a screening program for key volunteers – Adult “A”. Adult “A” volunteers are defined as those volunteers that have a close contact with athletes such as teachers, coaches, overnight hosts, **Partners** and drivers of athletes.

The Application Form for Class A volunteers is attached. Please complete this form and return to the SOHC office. The Application will then be sent to Special Olympics Ohio where they will do a background screening. The Background Screening will consist of submission of the Class “A” Volunteer Form and screening of the Volunteers through a National Vendor. The costs of this volunteer policy will be absorbed by Special Olympics Ohio.

All information on the form must be filled out. **This includes your Social Security Number.** If you are not comfortable with putting down your SSN number, please write a note stating that and Carol Bramschreiber (the Special Olympics Ohio staff that handles these forms) will call you for the number. Please include the phone number where you can be reached.

**NEW -** We will need a signed **Disclosure and Authorization Form and a Personal Data Form** to be completed and turned in with the completed Level “A” form. This additional authorization form keeps us in compliance with the Fair Credit Reporting Act (FCRA).  
The Disclosure and Authorization Form is attached.

Please complete the front and sign the back of the Level “A” form and sign the Authorization Form and Personal Data Form. You can either fax the forms back to our office at 271-2631 or return to the address below. If you fax it back make sure you fax both the front and back of the Level “A” form.

**In addition to the Class "A" volunteer form that you have filled out you will also need to do the online module which is described below.**

**Special Olympics International has developed a new "online" Protective Behaviors training module that must be completed by all new and continuing Class "A" volunteers.** The Protective Behaviors training material is a critical tool for protecting Special Olympics athletes from sexual, physical and emotional abuse" according to Special Olympics International.

To access the online Protective Behaviors training, you will need to:

1. Go to [www.soo.org](http://www.soo.org)
2. Go to Top of page to “Resources”.
3. Click on the “Protective Behaviors Training”.  
Click on this and you will be taken directly to the training module.
4. You will receive by e-mail a confirmation that you completed the training.

**PLEASE FORWARD THIS RECEIPT TO LINDSAY BARTSCH –  
[lindsay.bartsch@specialolympics-hc.org](mailto:lindsay.bartsch@specialolympics-hc.org)**

It takes about 10 minutes to complete the training module. It will then ask you to register at the end by state. Through this registration, SOO will receive verification of your Class "A" volunteer completion of the training.

If you have any questions concerning this application form or on-line training, please call the office.

**Special Olympics Hamilton County**

4790 Red Bank Expressway, #206, Cincinnati, OH 45227

Tel +513-271-2606 Fax +513-271-2631 [www.specialolympics-hc.org](http://www.specialolympics-hc.org)

# DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

*Please Read Carefully Before Signing the Authorization*

## DISCLOSURE

In considering you for approved Class A Volunteer status with Special Olympics Ohio and, if already an approved Class A Volunteer, in considering you for your three year renewal of that Class A Volunteer status, **Special Olympics Ohio** 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 IntelliCorp Records, Inc.

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.

# AUTHORIZATION

***I have read and understand the foregoing Disclosure, and Special Olympics Ohio to obtain and rely upon consumer reports or investigative consumer reports in considering me for approval of a Class A Volunteer status and, if I already have approved Class A Volunteer status, in considering me for renewal of that Class A Volunteer status every three years. By my signature below, I authorize the Special Olympics Ohio to obtain any such reports and to share the information received with any person involved in the Class A Volunteer decision about me.***

I do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to contact my current employer for Employment and Reference Verifications.

*(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)*

***I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of Special Olympics.***

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Signature  
(for searches conducted on minors under  
the age of 18)

\_\_\_\_\_  
Date

**PERSONAL DATA**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

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

\_\_\_\_\_  
Dates Lived Here

Addresses for the Past Seven Years: (include street, city state, zip code)

Dates of Residence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Other Names used (including maiden name)

\_\_\_\_\_  
Years Used

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Drivers's License #

\_\_\_\_\_  
State

\_\_\_\_\_  
Email address (may be used for official correspondence)

I have the right to make a request to **InteliCorp Records, Inc.** upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **InteliCorp Records, Inc.** has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

SPECIAL OLYMPICS OHIO  
**ADULT "A" VOLUNTEER APPLICATION**

Name: Mr./Mrs./Ms./Dr. \_\_\_\_\_  
Last First Middle Name

Mailing Address \_\_\_\_\_  
Number Street Apt.

City County State Zip

Date of Birth: \_\_\_\_\_

Phone (day) \_\_\_\_\_ When to call \_\_\_\_\_

Phone (eve.) \_\_\_\_\_ When to call \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer/School Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Social Security Number\* Drivers License Number Other – Indicate

What is the name of the Local Special Olympics Organization you will volunteer with? HAMILTON COUNTY SPECIAL OLYMPICS.

**IMPORTANT NOTE:** Your Social Security Number shall be used for no purpose other than to make the process of conducting a background search accurate.

1) Do you use illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_

2) Have you ever been convicted of a criminal offense? Yes \_\_\_\_\_ No \_\_\_\_\_

3) Have you ever been charged with neglect, abuse, assault? Yes \_\_\_\_\_ No \_\_\_\_\_

4) Has your driver's license ever been suspended or revoked in any state? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to any of these questions, please explain in more detail to include, but not limited to: Locations and dates of incidents, charges, disposition.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List 2 non-family references:

Name Relationship Address & Phone Number

1) \_\_\_\_\_

2) \_\_\_\_\_

**PLEASE READ BEFORE SIGNING**

I understand that:

\*I understand that in connection with my application to provide services as a volunteer, and/or for continuous volunteer services for Special Olympics Ohio ("SOO"), IntelliCorp and/or Securint, their agents, or any other authorized third parties (collectively, "the Investigators") may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my employment history, education, general character or reputation, work experience, driving, and/or criminal history (the "Information"). However, unless my position involves handling money and/or other transferable monetary instruments, my credit history will not be checked.

\*I understand that SOO may rely on any part or all of this Information in determining whether to extend an offer of volunteer's duties to me. I further understand that if any adverse action is taken by SOO, or if SOO chooses not to extend an offer of volunteer duties to me based upon the Information, that I will be provided a copy of such Information along with a summary of my rights under the Fair Credit Reporting Act.

\* I understand that the background check, which may be performed by the Investigators, is being performed as part of the process to evaluate me prior to my becoming a volunteer for SOO and is not conducted for any purpose other than in connection with my eligibility for continued volunteer duties.

\*I expressly grant permission to Special Olympics to conduct a criminal background and other background record check as a condition of my volunteering with Special Olympics and understand that the background check will be conducted again on or after the third anniversary of the date of this application and every three years thereafter unless I am no longer seeking Adult "A" Volunteer status.

\*In the course of volunteering for Special Olympics, I may be dealing with confidential information and I agree to keep said information in the strictest confidence;

\*The relationship between Special Olympics and volunteers is an "at will" arrangement and that it may be terminated at any time without cause by either the volunteer or Special Olympics;

\*I grant Special Olympics permission to use my likeness, voice, and words in television, radio, film or in any form to promote activities of Special Olympics;

\*I hereby agree to supplement my responses in this application should there be any additional information or should my answers to these questions change at any time that I act as a volunteer on behalf of Special Olympics;

\*I agree to assume all risks which may be associated with my acting as a volunteer for Special Olympics and waive all claims or causes of action of any nature against Special Olympics, their agents or assigns which may arise out of my acting as a volunteer. I hereby release and agree to indemnify and hold harmless Special Olympics, their agents or assigns, from any liability or responsibility for any damage or loss of any kind whatsoever which may arise in the consideration of this application to act as a volunteer or consistent with my actions as a volunteer should this application be approved;

**\*SPECIAL OLYMPICS SHALL NOT DISCRIMINATE AGAINST APPLICANTS ON THE BASIS OF AGE, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, CREED OR DISABILITY.**

I hereby certify that the above responses are true and accurate and I understand the condition herein.

Signed: \_\_\_\_\_

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