

We appreciate your interest in volunteering with Syracuse UniversityRecreation Services. As part of our normal procedure for processing applications for our Sports Club Program, we have contracted PreTrax, Inc to conduct background checks. We will conduct an investigation into your background. Therefore, by this document we are disclosing to you that a consumer report, including an investigative consumer report containing information as to your character, general reputation, and personal characteristics, including, but not limited to verification of credit history (except California), workers compensation, criminal history from various state and private sources along with other public records available, social search and motor vehicle records, may be obtained for volunteer purposes as part of the pre-volunteer background investigation and at any time during your involvement with our program. Should an investigative consumer report be requested, you will have the right to demand a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

**Notice to California Applicants**: Under Section 1786.22 of the California Civil Code, you may view the file maintained on you by PreTrax during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at PreTrax’s offices in person at the address listed below, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

**Notice to New York Applicants:** For consumers applying for work in New York: I acknowledge receiving a copy of Article 23-A of the New York Correction Law \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Initials)

**Please read the following statement and indicate your agreement by signing below:**

I authorize all persons, investigative agencies, business organizations, schools, companies, corporations, credit bureaus and law enforcement agencies to supply Syracuse Universityand/or its agents with a consumer report and/or an investigative consumer report containing any information concerning my background. I authorize PreTrax, Inc., its partners, personnel, and/or agents to conduct and interpret interview procedures they believe necessary. If selected, this authorization shall remain on file and shall serve as an ongoing authorization for reporting agencies to procure consumer reports or investigative consumer reports at any time during my volunteer period. I hereby release all involved in obtaining, providing, and/or utilizing any consumer reports and/or investigative consumer reports from any and all claims and damages of any kind whatsoever. I make this authorization pursuant to the Fair Credit Reporting Act (15 USC Section 1981 et seq.).

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any written and/or investigative consumer report that is made. This information is to be used to assist Syracuse University in determining my eligibility for volunteering with Syracuse University Sports Clubs or suitability for continued volunteering. Copies of this authorization that show my signature are as valid as the original release signed by me.

I certify that the information below is correct and accurate and complete to the best of my knowledge and understand that falsification of this release in any detail is grounds for disqualification from further consideration or for dismissal from a volunteer position.

Please sign below to signify receipt of the foregoing disclosure and authorization.

Applicant Last Name First Name Middle Name or Initial

Other Names Used during past 7 years (Maiden, AKA) Date of Birth Social Security Number

Driver’s License Number State Driver’s License Issued Last name on Driver’s License

Current Street Address City/State/Zip Dates (From / To)

Applicant’s Signature Today’s Date

Are you currently employed? \_\_\_\_\_ yes \_\_\_\_\_no May we contact your current employer? \_\_\_\_\_ yes \_\_\_\_\_ no

🞎 (Minnesota, California, or Oklahoma residents only) Please provide me with a copy of my investigative consumer report.

**Return completed forms to:**

Department of Recreation Services, attn.: Angie Petrie, 241 Archbold Gym, 150 Sims Drive, Syracuse, New York 13244, or send e-mail to [apetrie@syr.edu](mailto:apetrie@syr.edu).

**Questions or inquiries about your background check file should be directed to:**

PreTrax, Inc.10 Center Street Chagrin Falls, Ohio 44022 440-247-1600 / Fax: 440-247-1611