

**Western Arizona Council of Governments
Area Agency on Aging
Volunteer Services Program
Background Screening Procedures**

All volunteers who provide services to juveniles and/or valuable adults and are under the direct visual supervision of contracted workstation employees will be required to submit to a criminal background check and/or submit to a fingerprint clearance check. Volunteers should understand that the background clearance may include information regarding their name, social security number, their date of birth and address. All volunteers who are required or allowed to provide services directly to juveniles and/or vulnerable adults without any supervision are required to have a valid fingerprint clearance card issued

Though not all inclusive, the following is presented to provide some guidelines concerning the matter of background screening.

1. All volunteers who enroll with the Volunteer Services Program will be required to submit to a background check prior to being assigned to a workstation.
2. Any workstation that requires a volunteer to provide services directly without any supervision will be required to apply to for a Fingerprint Clearance Card pursuant to title 41, chapter 12, article 3.1 within seven (7) working days of their acceptance into the WACOG, Area Agency on Aging Volunteer Services Program and receive an acceptable clearance.
3. The Volunteer Services Program shall assume the costs of background and fingerprint checks.
4. Your position as a volunteer through the WACOG Volunteer Services may be terminated immediately if you are awaiting trial or have been convicted of any offense listed under A.R.S. § 46-141(F) (as may be amended), or of acts committed in another state that would be offensive in this state, or if the person whose background check does not come back in an acceptable manner.
5. All volunteers are required to notify WACOG's Volunteer Services if they have ever committed any act of sexual abuse including sexual exploitation and commercial sexual exploitation, or any offense listed under A.R.S. § 46-141(F) (as may be amended).
6. Federally recognized Indian tribes or military bases may submit to WACOG's Volunteer Services Program certificates that state no personnel who are volunteers have been convicted of, have admitted committing or are awaiting trial on any offense as described in A.R.S. § 46-141(F) (as may be amended).
7. A person who has been arrested for an offense listed in section 41-1758.03, subsection C and whose fingerprint clearance card has been suspended pursuant to this section may request a good cause exception hearing pursuant to section 41-619.55.

AUTHORIZATION

During the application process and at any time during my tenure with Western Arizona Council of Governments, Volunteer Services Program, I hereby authorize ChoicePoint WorkPlace Solutions Inc., on behalf of Western Arizona Council of Governments to procure a background screening report, which I understand may include information regarding my name, social security number, date of birth and address. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living in accordance to the Fair Credit Reporting Act.

Volunteer Name and Signature

Date

_____-_____-_____
Volunteer Social Security Number

Volunteer Date of Birth *

Volunteer Residential Address

City/State/Zip Code