

# Employee/Volunteer Investigative Background Disclosure Form

**IMPORTANT** →  
**Return to your local Service Center by July 1st.**

GSNEO  
Central Service Center  
345 White Pond Dr.  
Akron, OH 44320  
330-864-9933  
330-864-5720 (fax)

GSNEO  
North Service Center  
19201 Villaview Rd.  
Cleveland, OH 44119  
216-481-1313  
216-692-4060 (fax)

GSNEO  
South Service Center  
1010 Applegrove St. NW  
N Canton, OH 44720  
330-433-9485  
330-499-4475 (fax)

GSNEO  
East Service Center  
980 Warren Ave.  
Niles, OH 44446  
330-652-5876  
330-544-7959 (fax)

GSNEO  
West Region  
6111 S. Broadway Ave.  
Lorain, OH 44053  
440-233-6112  
440-233-7393 (fax)

As part of my application for employment, contract for services, or volunteer position with Girl Scouts of North East Ohio (GSNEO), I understand and agree to an investigative background inquiry including consumer reports, investigative consumer reports, criminal, driving and other reports. These reports may include information as to my character, credit worthiness, general reputation, personal characteristics, and mode of living, work habits, performance, and experience along with reason for termination of past employment from previous employers. I have a right to request disclosure of the nature and scope of the report, which involves personal interviews with sources such as neighbors, friends and associates.

I authorize Girl Scouts of North East Ohio (GSNEO), without reservation, any part or agency contacted by GSNEO or its agent, to furnish the above mentioned information:

Print Full Name (including full middle Name): \_\_\_\_\_

Maiden/Alias Names: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_

*\*Date of Birth is being requested in order to obtain accurate retrieval of records.*

Driver's License # and State \_\_\_\_\_

If you have not lived at your current address for at least 5 years please list your previous address.

Previous Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Have you ever pled guilty to or been convicted of a crime? \_\_\_\_ No \_\_\_\_ Yes If yes, state offense, date, location:  
\_\_\_\_\_

Have you ever pled guilty to or been convicted of child abuse? \_\_\_\_ No \_\_\_\_ Yes If yes, state offense, date, location:  
\_\_\_\_\_

***I certify that my answers to the preceding questions are true and complete and that I have not knowingly withheld any information which might, if disclosed, affect my application unfavorably. I understand that falsification or significant omissions of any information may be considered justification for immediate dismissal if discovered at a later date.***

Applicant's Signature: \_\_\_\_\_

\_\_\_\_\_  
(Date)