

## **BACKGROUND SCREENING**

All Goodwill staff and volunteers must first pass a background screening. Complete the attached form and return with your application. You can choose to allow Goodwill SWFL to retain the form to be screened annually automatically. If you have done this already, you do not need to submit a new background authorization form each time you volunteer.

Volunteers/staff who stay overnight in the camper lodge at the campsite will need to pass a Level II background screening. You will be instructed on how to complete this screening by a representative of Trailways Camp.

### **RETURN PAPERWORK TO:**

Goodwill Industries of Southwest Florida, Inc.  
ATTN: Anna Mullvain, Trailways Camp Coordinator  
5100 Tice Street  
Fort Myers, FL 33905  
FAX: 239-652-1655  
Email: [annamullvain@goodwillswfl.org](mailto:annamullvain@goodwillswfl.org)  
For questions, call Anna Mullvain at 239-995-2106 ext. 2312



The Robert V. &  
Benjamin G.  
Miller Fund

## TRAILWAYS CAMP



AUTHORIZATION FORM  
To applicant:

*"A Place Where You Are Something Special"*  
**A camp for adults with disabilities**

1. I authorize Goodwill Industries of SW FL., Inc. herein referred to as the "Company" to conduct a background investigation and to obtain information about me from, present and previous employers and/or employment contracts, legal residency status in the United States, validity of social security number, personal references, education, criminal records, illegal drugs and alcohol test and any of the information I have disclosed on my application and /or any attachments, exhibits or resumes. Furthermore, the Company may contact others who may be able to provide information as to my background, character and general reputation. I hereby affirm that my answers to all questions on my application, this data sheet and any attached employment history sheet and/or resumes are true and correct and that I have not knowingly withheld any facts or circumstances that would, if disclosed affect my application.

2. A copy of this authorization form may be accepted as an original.
3. By signing below, I acknowledge the purpose of this Authorization Form and its intended use.

To Whom It May Concern:

1. The undersigned applicant has hereby applied for employment or as an independent contractor with the Company. You are hereby authorized to release any information required by the Company to complete the processing of their employment or consideration as an independent contractor. Necessary information may include but not limited to any or all of the following: present and/or previous employment and/or employment contracts, legal residency status in the United States, personal references, education, criminal records, and validity of social security number.

2. A photocopy of this Authorization Form may be used as the equivalent of the original.
3. Your prompt reply will help expedite their review process.

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PLEASE COMPLETE ALL INFORMATION

PRINT NAME: \_\_\_\_\_ Signature: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender : Male    Female

**By signing below, you consent to allow Goodwill SWFL to retain this form on file to be pulled annually for re-screening for as long as you continue to volunteer with Goodwill SWFL. If any of the information above changes or you wish to terminate your service to Goodwill SWFL, you must contact Goodwill to have this document destroyed.**

Signature to consent to annual re-screening: \_\_\_\_\_

Please fax or mail all forms to:  
Goodwill Industries of Southwest Florida, Attn: Anna Mullvain  
5100 Tice Street –Fort Myers, FL 33905  
(239) 652-1655 FAX or annamullvain@goodwillswfl.org

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la  
FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051