

**BALTIMORE COUNTY RECREATION & NATURE COUNCIL
INSTRUCTIONS FOR COMPLETION OF
VOLUNTEER BACKGROUND INVESTIGATION FORMS**

Instructions: Print, complete, and sign the following documents and bring the forms with you to your Recreation or Nature Council.

- 1) Authorization and Release for the Recreation or Nature Council or their agents, contractors and assigns to investigate my criminal history and to obtain an Investigative Report.
- 2) Volunteer Background Investigation Form.

We do not expect each and every applicant to have a perfect past. However, it is important for you to answer all questions thoroughly and provide complete and factual information pertaining to any conviction, guilty plea, or pending charges. Failure to disclose the above information constitutes falsification of your application and will disqualify you from volunteering, regardless of the seriousness of the offense.

Volunteer Background Application Form and Statement: If you are unsure about certain dispositions that may be in your criminal history record, you are advised to contact the court or courts where your information may be retained, or seek advice from the attorney who handled your case before completing the forms. Bring any other questions or concerns to your recreation or nature council.

Convictions/ Pending Charges: If you have ever had any interaction with the criminal court system that resulted in a conviction or a similar disposition in another state, it is imperative that you list each and every disposition in its entirety. You are also required to disclose any and all pending criminal charges.

Cost:

Free. There is no cost to applicants.

Disqualifying Convictions: All sexual offenses, first degree assault, indecent exposure or possession with intent to distribute.

**AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A
INVESTIGATIVE REPORT**

I, the undersigned individual, do hereby authorize **BALTIMORE COUNTY GOVERNMENT and the BALTIMORE COUNTY RECREATION AND NATURE COUNCILS and their agents, contractors or assigns**, to procure investigative reports on my criminal history.

These above-mentioned reports may include, but are not limited to, identity verification; present and former addresses; criminal history, and public records.

I understand that the investigative reports I have authorized above may include public information about my criminal history and that the report may not be entirely accurate. If this report is inaccurate, I specifically release Baltimore County Government and the Baltimore County Recreation and Nature Councils, their agents, assigns and contractors from any and all liability for a false report of a criminal history. I understand that I may appealing the finding to 866-996-7412, within thirty days of the notice that I may not volunteer.

I further authorize any person, business entity, contractor or governmental agency that may have information relevant to the above to furnish and disclose the same to **BALTIMORE COUNTY GOVERNMENT, their contractors, agents and assigns**, including, but not limited to, any courthouse, any public agency, any and all law enforcement agencies, regardless of whether such person, business entity, or governmental agency compiled the information itself or received it from other sources.

I also hereby release **BALTIMORE COUNTY GOVERNMENT, their contractors, agents and assigns**, and any and all persons, business entities and Governmental agencies, whether public or private, from any and all liability, claims, and/or demands, of whatever kind, in law or equity, to me, my heirs or others making such claim or demand on my behalf, for procuring, selling, providing, brokering and/or assisting with the compilation or preparation of the investigative report hereby authorized.

I hereby certify that I have read and understand this Authorization and Release for the Procurement of an Investigative Report.

Signature

Date

Baltimore County Recreation and Nature Council
Volunteer Background Investigation Form

Date of Birth

Print First Name (as appears on govt issued ID) Print Full Last Name

Other Names Used (Incl. Maiden Names) Current Address (Street, City, State, Zip Code)

(County of Residence) M F
Sex (Circle One)

(Social Security Number)

No question on this application is used for the purposes of limiting or excluding any applicant from consideration for volunteering on a basis prohibited by local, territorial, state, or federal law.

Home Phone #: _____ Cell Phone #: _____

Email address: _____

Preference for written communication regarding results: Electronic (Email) (Physical) Postal Service

Recreation/Nature Council: _____
(please fill out one application for each council if volunteering for more than one)

Position: _____

Activity: _____

Warning: Please note that a pending charge will not necessarily disqualify you from the volunteer position for which you have applied. However, failure to report criminal convictions within 10 days of conviction or pending charges or misrepresentations made through this disclosure may result in termination of your volunteer position with the Baltimore County Recreation or Nature Council or Baltimore County Government.

APPLICANT INITIAL HERE _____

Have you ever been convicted or have pending criminal charges against you without a final disposition for a sexual offense, first degree assault, indecent exposure or possession with intent to distribute?

Yes _____ No _____ If yes, list charges below. Use the attachment if more space is needed and to provide specific information.

Charge: _____ Date: _____ City/State: _____

Disposition (circle one): Conviction Pending charge

Charge: _____ Date: _____ City/State: _____

Disposition (circle one): Conviction Pending charge

APPLICANT SIGNATURE: _____ DATE: _____

