



# HERITAGE OAK

## *Private Education*

In order to ensure the safety of all our students, each year Heritage Oak requires a background check for any adult who volunteers on campus more than once, including field trip drivers, chaperones, regular classroom volunteers, or in any other capacity that involves contact with students in a regular and/or reoccurring school related activity.

Individuals that are interested in volunteering for any of the above mentioned roles are required to sign a Background Verification Disclosure/Authorization to Release Information Form. If this is your first background check with Heritage Oak, please submit a check or cash in the amount of thirty-five dollars. If this is not your first background check, you must resubmit an Authorization to Release Information Form yearly, with payment due every other year. This gives Heritage Oak authorization to run the following background check and receive the resulting report:

Social Security Number Verification  
Address Verification  
County Criminal History  
Sex Offender Nationwide  
DMV Check

Once the reports are reviewed, you will receive an email notification that you are now clear to volunteer at Heritage Oak. If you will be on campus as a volunteer more than three times a month, please check the “badge” box and we will arrange a time to take your photo. Badges are left in the front office and can be checked in and out each time you volunteer.

Should you have any questions regarding the above information, please feel free to contact Melissa Dunham at [melissa.dunham@heritageoak.org](mailto:melissa.dunham@heritageoak.org) or (714) 524-1350 Ext. 111.

Sincerely,

Latrese Jackson  
Head of School

## Authorization to Release Information

I hereby authorize any officer, representative or agent of Heritage Oak, bearing this release or copy thereof, to conduct background investigations, including but not limited to, a National Cross Reference of all 50 states showing actual past residences and any other information regarding my driving history and records and criminal history. This release is executed with full knowledge and understanding that the information is for the official use of Heritage Oak Private Education. Please furnish the bearer, Heritage Oak Private Education, with any and all information you possess about me. A photocopy of this authorization can be accepted with the same authority as the original.

This authorization shall remain on file and shall serve as ongoing authorization for you to procure the above-mentioned reports at any time during my volunteer period.

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Signature of Volunteer

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Volunteer's First Name	Middle Name	Last Name	Date
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Badge: Badges are available for those who are on campus more than 3 times a Month

### ***Volunteer's Additional Information:***

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Driver's License #	DL State
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Date of Birth	Social Security #
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Cell #	Email Address
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Street Address	City	State	Zip
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**\*PLEASE SUBMIT PAYMENT OF \$35.00  
CHECK ONLY (NO CASH) WITH THIS FORM IN ORDER TO BE  
CLEARED TO VOLUNTEER\***

**FOR OFFICE USE ONLY**

Rec'd By:

Amount:

Payment Method:



**Background Screeners of America • 18344 Oxnard St. Suite 101  
Tarzana, CA 91356 • 866-570-4949 • FAX 866-570-5656 • [info@wescreenusa.com](mailto:info@wescreenusa.com)**

## DISCLOSURE AND RELEASE FORM

In connection with my application for employment (including contract for services or volunteer services) or tenancy with Heritage Oak, at 16971 Imperial Highway Yorba Linda CA 92886, consumer reports will be requested. These consumer reports (investigative consumer reports in California) may include the following types of information: names and dates of previous employers, salary, work experience, education, accidents, licensure, credit (except California), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics, may be obtained.

**I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

I have the right to make a request to the consumer reporting agency: **Background Screeners of America**, 18344 Oxnard Street, Suite 101, Tarzana, CA 91356; telephone (866) 570-4949 ("Agency"), upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by the investigative consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from the agency. You may view their privacy policy at their website: [www.backgroundscreenersofamerica.com](http://www.backgroundscreenersofamerica.com).

I hereby authorize procurement of consumer report(s) and investigative consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

**California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.**

### **Notice to California Applicants:**

You have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (PTZ) Monday through Friday) to obtain all information in your file for your review. You may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. You can have someone accompany you to the Agency's offices. Agency may require this third party to present reasonable identification. You may be required at the time of such visit to sign an authorization for Agency to disclose to or discuss your information with this third party; 2) By certified mail, if you have previously provided identification in a written request that your file be sent to you or to a third party identified by you; 3) By telephone, if you have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in your file to you and if the file contains any information that is coded, such will be explained to you.