



## FREQUENTLY ASKED QUESTIONS REGARDING CRIMINAL BACKGROUND CHECKS

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*On the next two pages, you will find copies of the “Volunteer Disclosure and Authorization Release Form.” Global Insights is required to run a criminal background check on all household members, 18 and over, including those living part-time in the household. You have the option of completing the forms below and giving them to your local Area Representative, thereby authorizing Global Insights to run the background checks. Alternatively, after obtaining a password from your local Area Representative, you may go to our online portal at [www.intellicorp.net](http://www.intellicorp.net), enter the pertinent information, and authorize the check yourself. If you choose to use the online portal, you may leave pages 9-10 blank.*

### ***Why does Global Insights require background checks?***

In May 2006, the US State Department revised its regulations for Secondary Programs to include criminal background checks for all staff, field representatives, and host families. Such a requirement has been standard for many years with other youth based organizations, including the YMCA, Boy Scouts, Girl Scouts, youth sports clubs, school administrators, and day care centers. These measures will continue to support our policy to ensure the health, safety, and welfare of our participants.

### ***When does the background check need to be run and who will be checked?***

Host family background checks must be completed before the student arrives to begin his/her program. Checks on Global Insights staff and Area Representatives must be run on a yearly basis and be conducted before that person has any contact with students.

### ***Who conducts the background check and what is done with the data collected in the search?***

Global Insights works with Intellicorp Records, Inc, a company that conducts background checks. When you submit the following forms, or the electronic authorization online, Intellicorp conducts a national criminal file search. This search will access information from the department of corrections, state criminal records, county court records, sex offender registries, and other criminal records databases. This search will not reveal any credit or financial information and it is compliant with the federal Fair Credit Reporting Act (FCRA) guidelines. Upon completing this search, Intellicorp passes on the results to our organization. If a criminal background check reveals a criminal history for an individual, the results will be reviewed and evaluated by our national office. We are screening for offenses that would be relevant to providing a safe environment for the student. Generally, we are most concerned with crimes against persons, specifically sexual and/or violent offenses. However, each case will be reviewed individually and final determination for eligibility to host will be made by the management of Global Insights. If any records (other than minor traffic violations) appear on the background check, Global Insights will contact you.

### ***Who will have access to my information?***

Only the management of Global Insights will have access to the results of background checks. This information will not become public knowledge. Only with your explicit permission would some information be provided to the natural parents of the student you would like to host.

### ***How will my privacy be protected?***

Global Insights recognizes that its need to investigate a criminal history must be balanced with the need to protect an individual's privacy. Global Insights, together with state and federal laws, recognizes the individual's right to privacy and prohibits our employees and others from seeking, using, or disclosing personal information except within the scope of their assigned duties. Criminal history information will be used only for the purpose of evaluating the person or person's ability to work with or host exchange students.

### ***How far back does the check for criminal convictions go? Will the report include all convictions?***

The criminal history that is reported through the national criminal file search is usually a 7 to 10 year history, depending on the state.

### ***What infractions would exclude a person from participating on the Global Insights program?***

No person convicted of a felony may participate in this program as an employee, contractor, volunteer, or host. Misdemeanor convictions of a non-violent nature will be reviewed by the Global Insights staff for final adjudication and fair treatment.

### ***How long does it take for Global Insights to make a decision based on the findings of the criminal background check?***

Global Insights staff reviews all criminal background checks and will make the final determination regarding suitability of the individual(s) for the purpose of being an Area Representative or host family within 5 business days.

**INDEPENDENT CONTRACTOR/VOLUNTEER  
DISCLOSURE AUTHORIZATION AND RELEASE**



I have applied for Independent Contractor and/or Volunteer Service or I am currently an Independent Contractor and/or Volunteer with Global Insights. I understand that in connection with my application for Independent Contractor and/or Volunteer Service, Global Insights, their agents, assigns or any other authorized third parties (collectively, the “Investigators”) may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my Employment History, Education, General Character or Reputation, Work Experience, Volunteer Experience, Driving, and/or Criminal History (collectively, the “Information”). However, unless my position involves handling money or having access to monies and/or other transferable monetary instruments, my Credit History will not be checked.

I understand that Global Insights may rely on any part or all of the Information in determining whether to extend an offer of Independent Contractor and/or Volunteer Service to me, or in determining my eligibility for Independent Contractor and/or Volunteer Service. I further understand that if any adverse action is taken by Global Insights, or if Global Insights chooses not to extend an offer of Independent Contractor and/or Volunteer Service to me based upon the Information, that I will be provided a copy of such Information along with a summary of my rights under the Fair Credit Reporting Act.

I understand that the background check is being performed due to State Department Regulations by Investigators as part of the process to evaluate me prior to Independent Contractor and/or Volunteer Service or for Continued Independent Contractor and/or Volunteer Service, and is not conducted for any purpose other than in connection with my Application for Independent Contractor and/or Volunteer Service or determining my eligibility for Continued Independent Contractor and/or Volunteer Service.

I have read this Independent Contractor and/or Volunteer Disclosure and by signing below, hereby authorize Investigators to conduct a background check as described herein in conjunction with my application for Independent Contractor and/or Volunteer Service or for Continued Independent Contractor and/or Volunteer Service, and to re-run the background check as needed during my voluntary affiliation with Global Insights. I hereby release any and all Investigators and Global Insights from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my Application to Global Insights. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information, to disclose such Information to Investigators in connection with this background check.

Although furnishing my Social Security Number is not optional, I understand that it shall be used for NO other purpose than to make the process for conducting a background search more accurate. It shall not be sold, or in any way transferred to a third party except for the express purpose of conducting the background check.

|                        |        |      |                                   |       |     |
|------------------------|--------|------|-----------------------------------|-------|-----|
| _____                  |        |      | _____                             |       |     |
| Applicant Signature    |        |      | Date                              |       |     |
| _____                  |        |      | _____                             |       |     |
| Printed First Name     | Middle | Last | Date of Birth (Month/Day/Year)    |       |     |
| _____                  |        |      | _____                             |       |     |
| Social Security Number |        |      | Former Last Names (if applicable) |       |     |
| Current Address: _____ |        |      |                                   |       |     |
| Street                 |        | City |                                   | State | Zip |
| Former Address: _____  |        |      |                                   |       |     |
| Street                 |        | City |                                   | State | Zip |

**\_\_\_ CALIFORNIA, OKLAHOMA, and MINNESOTA RESIDENTS ONLY:** If you are a current California, Oklahoma, or Minnesota resident and would like to request a copy of your Consumer Report or Investigative Consumer Report, please check above. This report may include character and reputation information obtained through personal interviews.