

HORSEPOWER Therapeutic Learning Center

Community Service Volunteers- Non-Agency Requests

Criminal Background Check Policy~ Requires an upfront \$15 fee (Cash or check to Horsepower TLC)

In order to ensure the safety and well being of the clients, volunteers and staff at HORSEPOWER TLC, we reserve the right to disqualify or restrict the duties of any person who has been convicted of certain crimes; who pled guilty or no contest to certain crimes; who has been placed on probation or deferred adjudication for certain crimes or who we, in our sole discretion, based upon the information before us, otherwise deems as not qualified or fit to hold a staff or volunteer position.

The criminal background check is one component of our staff, intern, volunteer, and/or Community Service application procedure. Appointment to a staff, internship, volunteer, or Community Service position is subject to a completed application and the satisfactory completion of a new volunteer orientation and training when appropriate. HORSEPOWER will conduct a criminal background search on all staff, instructors, interns, key volunteers, Community Service Volunteers, and others at the discretion of the Executive Director, Volunteer Coordinator, and/or HORSEPOWER's Board of Directors.

HORSEPOWER performs independent searches of public records and contracts with an external vendor to conduct background checks, which include a criminal history search. The decision whether to exclude or limit a person remains at all times within the discretion of the Executive Director, Volunteer Coordinator, and/or HORSEPOWER's Board of Directors. Factors to be considered in making such determinations include, but are not limited to, the nature and severity of the criminal conduct, and the length of time since the criminal conduct occurred. HORSEPOWER's primary concern is always to safeguard the best interest of its clients, volunteers, interns, staff, visitors, and our equine partners.

Disclosure and Authorization Form for Criminal Background Check Procedures

Your Signature: _____ Today's' Date: _____
(Please Print)

Last Name: _____ First Name: _____ Middle Initial: ___

Home Street Address: _____ Apt # _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Cell#: _____

SSN: _____ - _____ - _____ Driver License/State ID#: _____

State Issued: _____ Email Address: _____

Date of Birth: _____

Please list other names used: _____

Active Screening, Inc (www.activescreening.com)

14499 Dale Marby Hwy, Ste 201

Tampa, FL 33618

HORSEPOWER will maintain the confidentiality of all criminal background search information, including information regarding disqualification decisions.

I wish to receive a copy of any report on me that is requested.