

DARTMOUTH COLLEGE SPONSORED CAMPS/PROGRAMS
REQUEST FOR BACKGROUND CHECK

Instructions for Camp/Program Directors:

1. A background check must be completed for all individuals (whether an employee, student, faculty, or volunteer) who might be alone with a minor or minors in the course of their involvement with a Dartmouth College Sponsored Camp/Program. **Complete this form to request background checks for your employee and volunteers who fit this criteria.** Duplicate pages as needed.
2. Inform employees/volunteers they will receive an email from HireRight (a third party vendor) within 48 hours of submitting this request.
 - a. HireRight will send an email to the email address on this form. The employee/volunteer must log into HireRight using the username and password in the email. The employee/volunteer must complete the required information fields *and* consent to the background check to initiate the background check process. *If they don't see the email in their 'inbox', ask them to look in their spam/junk folder.*
3. No employee/volunteer may begin their work or assignment with the Dartmouth College Sponsored Camp/Program without consenting to the background check. **The background check must be fully complete, with results acceptable to Dartmouth College, prior to the employee being alone with a minor or minors.** These checks may take up to 15 business days.
4. **Send all completed background request forms to Human.Resources@dartmouth.edu**
5. Human Resources will send an email notification to the Camp/Program Director's email (as indicated on this form) when the background check is completed with results acceptable to Dartmouth. The Dartmouth College Minors Protection Officer will be cc'd on the email.

Camp/Program Information:

Name of Camp/Program: _____

Camp/Program Director: _____

Camp/Program Director Email: _____

Camp/Program Director Phone: () _____

Dates of Camp/Program: Start: _____ End: _____

Employee/Volunteer Information:

*Please provide complete information for each employee/volunteer. Use as many pages as needed.
You may also attach a spreadsheet with all pertinent information if that is easier.*

Total number employee/volunteer names submitted in this request: _____

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

(Continued on next page)

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Camp/Program Name: _____ Page 2

Employee/Volunteer Information (continued):

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

Questions regarding this background check process?

Call Human Resources (603-646-3411) and request to speak with the representative responsible for submitting background checks. You may also send your inquiry via email: Human.Resources@dartmouth.edu

Last updated 4/2017

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Camp/Program Name: _____ Page _____

Employee/Volunteer Information (continued):

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ ☐ Camp Employee ☐ Camp Volunteer

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