

DARTMOUTH COLLEGE SPONSORED YOUTH SKILLS PROGRAM/CAMP
REQUEST FOR BACKGROUND CHECK

Instructions for Youth Skills Program/Camp Directors:

1. A background check must be completed for any adult (age 18+) faculty member, college student, staff member, or volunteer who is working directly with minors as part of a Dartmouth College sponsored Youth Skills Program/Camp running three or more consecutive days, as referenced in the [Dartmouth Minors Protection Policy](#). **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 Youth Skills Program/Camp: without consenting to the background check **and** having results acceptable to Dartmouth College. 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 Youth Skills Program/Camp Director's email (as indicated on this form) when the background check is completed with results acceptable to Dartmouth.

Youth Skills Program/Camp (YSP/C) Information:

Name of Program/Camp: _____

YSP/C Director: _____

YSP/C Director Email: _____

YSP/C Director Phone: () _____

Dates of YSP/C: 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: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

(Continued on next page)

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YSP/C Name: _____ Page 2

Employee/Volunteer Information (continued):

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C 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

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YSP/C Name: _____ Page 3

Employee/Volunteer Information (continued):

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

Full Name: _____

Email Address: _____

Phone Number: () _____ YSP/C Employee YSP/C Volunteer

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