

**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](mailto: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.

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**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](mailto:Human.Resources@dartmouth.edu)

*Last updated 5/2019*

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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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