



**Cooperative Extension Service**  
 Department of Extension 4-H and Youth Development  
 College of Agriculture and Home Economics  
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**DISCLOSURE AND CONSENT CONCERNING CONSUMER  
 AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because the New Mexico State University (NMSU) State 4-H Office may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. NMSU State 4-H will use any such report(s) solely for the employment-related purposes.

Consumer Reports or Investigative Reports will be obtained from HireRight, Inc. (HireRight) located at 2100 Main Street, Suite 400, Irvine, CA 92614. They can be contacted at 800-400-2761. Any such reports may contain information bearing on your character, general reputation, and personal characteristics. The types of information that may be obtained include, but are not limited to: social security number, criminal records checks, public court records checks, including civil, driving records, etc. The information contained in these reports may be obtained by HireRight from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

For California residents, under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. HireRight has trained personnel available to explain your file to you, including coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

You are given a summary copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681 (g)(c). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting HireRight.

**CONSENT**

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to the NMSU State 4-H Office in conjunction with my application for employment. I further understand that any and all information contained in my job application or otherwise disclosed to the NMSU State 4-H Office by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative reports requested by the NMSU State 4-H Office. I understand that if the NMSU State 4-H Office hires me, it may request consumer reports and/or investigative consumer reports about me, as defined above, for employment-related purposes during the course of my employment. I understand that my consent will apply throughout my employment, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the NMSU State 4-H Office at any time. This Disclosure and Consent Form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the NMSU State 4-H Office.

Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
 Social Security # \_\_\_\_\_ Date of Birth (for ID purposes only) \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Applicant Signature \_\_\_\_\_

**CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS ONLY:**

I wish to receive a free copy of any Consumer Report and/or Investigative Consumer Report on me that is requested.



**New Mexico State University**  
**4-H Youth Development**  
**Volunteer Application Form**  
 (To be completed by all *potential* volunteers)

| For County Extension Office Use Only |   |
|--------------------------------------|---|
| Date entered                         | _____   |
| Fee Paid                             | <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash                   |
| Date                                 | _____ <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> More info needed |
| Date of Notification Letter          | _____   |

Name: \_\_\_\_\_  
 (First) (Middle) (Last)

Mailing Address: \_\_\_\_\_  
 (Street) (City) (Zip)

Length of time at current address: \_\_\_\_\_ (If less than 2 years, please provide previous address below)

\_\_\_\_\_  
 (Address) (Length of time)

Phone: Day: \_\_\_\_\_ Best time to call: \_\_\_\_\_  
 Eve: \_\_\_\_\_ Best time to call: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Email: \_\_\_\_\_

**Work, Education and Volunteer Experience** (please list most current experience first)

|                       |                               |         |
|-----------------------|-------------------------------|---------|
| Employer/Organization | Position Title/Volunteer Role | Year(s) |
|-----------------------|-------------------------------|---------|

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**Background Disclosure**

Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicate the charge or finding, the date and the court(s) involved.

1. Convicted of a felony.  Yes  No **IF YES, EXPLAIN BELOW**

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2. Convicted of crimes relating to financial exploitation.  Yes  No **IF YES, EXPLAIN BELOW**

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3. Convicted of crimes related to drugs and/or alcohol, including driving under the influence.  Yes  No **IF YES, EXPLAIN BELOW**

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4. Convicted of any crime against children or other persons.  Yes  No **IF YES, EXPLAIN BELOW**

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I understand a background check will be completed prior to final consideration of my application to volunteer and that volunteering is a privilege and not a right. I understand that *misrepresentation or omission of required information* is just cause for non-appointment as a volunteer with New Mexico State University Cooperative Extension Service and that *failure to communicate any change in status related to the above questions* to the County Extension Office will result in immediate removal as a 4-H volunteer leader. I understand that I serve at the pleasure of New Mexico State University Cooperative Extension Service and agree to abide by the policies of the New Mexico State University Cooperative Extension Service 4-H Youth Development Program and to fulfill the volunteer responsibilities to the best of my ability.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this application and the Disclosure and Consent Form at your earliest convenience to your local County Extension Office. Contact us if you have any questions or wish further information. Thank you!