

## CONFIDENTIAL BACKGROUND SCREENING

Poiema Foundation requires a comprehensive review of every potential volunteer's background before volunteer service can begin at our safe house, in our call center, or with our Intel team. Poiema uses a consumer reporting agency, **IntelliCorp Records, Inc.**, who will send you an email invitation, at our request, to complete the background search request process through our portal on **IntelliCorp's** website. Background screenings are the sole financial responsibility of the volunteer. You will pay the fee of \$25.95 to **IntelliCorp Records** when completing your background search request process.

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Poiema Foundation maintains all information received from the consumer reporting agency in a confidential manner in order to protect your personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Upon completion of your screening, you will have the right to make a request to **IntelliCorp Records, Inc.**, upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including sources of information, and the recipients of any reports on you which **IntelliCorp Records, Inc.** has previously furnished within the two year period preceding your request.

**IntelliCorp Records, Inc.** can be contacted by mail at 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; or phone: 1-888-946-8355; or website: [www.intellicorp.net](http://www.intellicorp.net).



## BACKGROUND SCREENING EMAIL INVITATION AUTHORIZATION

I would like to have an email invitation to complete a background screening through IntelliCorp Records, a consumer reporting agency, sent to me. I acknowledge the fee of \$25.95 is my responsibility. I further acknowledge I cannot begin a volunteer position with Poiema Foundation in the safe house, in the call center, or with the Intel team until I have completed the background screening process.

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Printed First Name

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Printed Last Name

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Printed Email Address

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Signature

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Date