

Corbett Children's Theatre Background Checks

1. PURPOSE

To protect the safety, health and security of CCT participants, volunteers and property.

2. POLICY ON BACKGROUND CHECKS

In order to protect the health and safety of all participants and to protect the property of CCT, the CCT board of directors will require a potential volunteer to submit to a criminal background check as a condition of appointment. In addition, where reasonable cause exists, the CCT board of directors may require an existing volunteer to submit a criminal background check.

2.1 Individuals Subject to Background Checks

2.1.1 The CCT board of directors shall require a criminal background check on each new volunteer if a check has not been made by the CCT board of directors within the previous two years.

2.1.2 Where reasonable cause exists, the CCT board of directors may require an existing volunteer to submit to a criminal background check.

2.2 Conducting the Background Check

2.2.1 A request will be made of the potential volunteer to fill out the Criminal Background Check Form.

2.2.2 The potential volunteer shall be required to sign the release form enabling the CCT board of directors to perform the background check. If signing is declined, they will not be considered for any volunteer appointment.

2.2.3 The background check will be submitted to the Oregon State Police for an Oregon criminal background check and/or to any other law enforcement agency where the potential volunteer has lived in the last 10 years.

2.3 Opportunity to Respond to Background Check

If a person is denied a volunteer position or is dismissed from a volunteer position because of the information obtained through a criminal background check, the person shall receive written notice of the reasons for denial and shall have an opportunity to respond to the reason.

DEFINITIONS

“Reasonable Cause” means reliable information implicating a volunteer in abuse, assault, exploitation of children, or any crime involving the possession of child pornography.

“Volunteer” means any person that is expected to work alone with children in the CCT program.

**Corbett Children's Theater
Criminal Background Check Form**

Last Name: _____ **First Name:** _____

Middle Name: _____ **Other Last Names Used:** _____

Date of Birth (mm/dd/yyyy): ____ / ____ / ____ **Social Security #:** _____ - _____ - _____

Address: _____

Phone: _____ **E-mail:** _____

Have you ever been convicted of any crime involving the abuse, assault, exploitation of children, or any crime involving the possession of child pornography? **Yes** **No**

If "Yes" please complete the following:

Date: _____ **County:** _____ **State:** _____

Type of Offense: _____

Explanation: _____

I understand that for the safety of child participants, the Board of Directors of CCT has decided that all volunteers who may be expected to work alone with children in the CCT program should have their names submitted for Oregon criminal background checks. I understand that CCT may submit my name to the Oregon State Police and/or any other law enforcement agency where I have resided in the past 10 years for such a check.

Signature: _____ **Date:** _____

For Office Use Only

____ Approved	By: _____	Date: _____
____ Forwarded	To: _____	Date: _____
____ Disapproved	By: _____	Date: _____