

Employee/Volunteer Background Check Authorization Form

This form is for all employees/volunteers required to complete a Background Check. The form will be used for those purposes only. Please submit the completed form to:

The Nature Institute
2213 S. Levis Lane
Godfrey, IL 62035
Phone: 618-466-9930

To be Completed by employee (please print)

Employee Legal Name: _____
First Name MI Last Name

Street Address: _____

City, State, Zip: _____

Telephone Number: _____ Date of Birth: ____/____/____
Month day year

Email: _____

I give permission for The Nature Institute to initiate the required criminal background (state and Federal Bureau of Investigation), and National Sex Offender Registry Checks.

I understand that any work at The Nature Institute property cannot be started until I have passed a satisfactory criminal background investigation as determined by The Nature Institute in its sole discretion.

I understand that I will be provided a copy of this background check upon request, and a copy will be given to authorized The Nature Institute personnel to be maintained in accordance with policy. I acknowledge that no specific information regarding results of the Background Check will be released to any other third party.

Signature: _____ Date: _____

To be Completed by Hiring Unit

This position is:

- Full-Time Seasonal Education Seasonal Stewardship
 Volunteer Education Volunteer Stewardship

Employee/Volunteer Department: _____

Contact Name and Phone: _____