



Background Checking Release & Authorization

I hereby authorize, without reservation, The National Council for Science and The Environment (NCSE), of 1101 17th Street NW, Washington, DC 20036, (202) 530-5810 and its agents to conduct a full investigation into my background and activities at any point after this authorization and, if hired, throughout my employment. Therefore, I hereby authorize the release of any and all information pertaining to me, documentary or otherwise, as requested by any appropriate employee, agent or representative of Creative Services, Inc. I understand that during this background investigation process and in accordance with The Fair Credit Reporting Act, a "consumer report," "consumer credit report," and/or "investigative consumer report" (consumer report) may be obtained concerning my character, general reputation, personal characteristics, and mode of living. The nature and scope of my investigation may include but is not limited to employment, credit, education, criminal, and driving history. I release all courts, probation departments, selective service boards, employers, educational institutions, banks, credit bureaus, financial and other institutions, law enforcement and local, state, and federal government agencies without exception, both foreign and domestic to furnish any and all background information (including, but not limited to, driving and/or motor vehicle records) requested by the NCSE. I understand that this information may be transmitted electronically and authorize such transmissions. I agree that a photocopy of this release shall be accepted with the same authority as the original. The NCSE's Privacy Policy is appended at the bottom of this document.

California, Minnesota, and Oklahoma applicants or employees only: Please check this box if you would like a copy of The consumer report if one is prepared on you?

If currently employed, may we contact your current employer? YES NO N/A

(Last Name)																								
(First Name)												(Middle Name)												
(Other Names) List all other NAMES (including maiden or married names) utilized since The age of eighteen (18) and/or used when obtaining any degrees or certifications.																								
Current Address:																								
City & State:												Zip Code:												
Social Security Number:*												Date of Birth: * MM/DD/YYYY												
Driver's License Number:*												State of Issue:												
Please list all addresses where you have resided since The age of eighteen (18):																								
(#/Street)												(City)												
												(State)												
												(Zip Code)												
(#/Street)												(City)												
												(State)												
												(Zip Code)												
(#/Street)												(City)												
												(State)												
												(Zip Code)												
(#/Street)												(City)												
												(State)												
												(Zip Code)												
Signature:												Date:												

* Social security numbers, dates of birth, and drivers' license numbers are requested to ensure accurate retrieval of records. They will not be considered by The employer in making employment decisions. This form will be filed separately from your employment application.

NCSE Privacy Policy

The National Council for Science and the Environment (The NCSE) is an organization administering and managing internship programs for a number of Federal, State, Municipal and private industry business entities. In providing these services the NCSE is provided with, and provides to these business entities, sensitive personal information. We have established physical, electronic and procedural safeguards to protect this information. All data is collected, stored and used in compliance with federal, state, Safe Harbor/European Union and other international laws regarding background screening and privacy. THE NCSE considers privacy and information security among our highest priorities.

Purpose, Scope and Data Integrity

- THE NCSE collects information for the purpose of performing employment screening and does not sell or rent personally identifiable information to unauthorized parties or disclose it for marketing or other unauthorized purposes.
- Information is obtained from employment applications, credit bureaus, public sources and other informational databases. This information may include but is not limited to: name, address, telephone number, social security number, date of birth, credit information, academic and employment history, and criminal record.
- These information sources are not maintained by the NCSE, Therefore the NCSE cannot absolutely guarantee that the information from these sources is entirely current or accurate. However, the NCSE makes every effort to utilize the most reliable informational resources and stringent validation criteria to help insure the information it receives and disseminates is thorough, current and accurate.

Organizational Accountability

- The NCSE restricts access to personally identifiable information to those NCSE employees who require access in order to perform their job responsibilities.
- The NCSE conducts training regarding the lawful and intended purpose of processing sensitive information and the need to maintain the confidentiality of the sensitive information to which the NCSE employees have access.

Client & Vendor Credentialing and Onward Transfer

- The NCSE provides employment screening services only to clients with a legitimate permissible purpose and maintains a formal process to identify and credential prospective clients.
- The NCSE requires designated employees to certify that they will provide disclosure to, and receive consent from, internship applicants with regard to performing background investigations, and will use and maintain sensitive information in accordance with applicable laws.
- As necessary to accomplish its screening services, the NCSE may contract with vendors to perform specified functions. The NCSE maintains a formal process to identify and credential prospective vendors and requires approved vendors to execute agreements certifying They will provide The same level of protection as the NCSE when handling sensitive information, will use and maintain sensitive information in accordance with applicable laws and solely for The purpose of performing the specified services for which they are contracted.

Notice, Consent and Choice

- The NCSE will not conduct any background investigation without properly executed applicant Disclosure & Acknowledgment and Release & Authorization documents. Execution of These documents constitutes notice and consent to conduct the background investigation.
- If an applicant does not wish to have his/her personal data made available to THE NCSE or its vendors for the purpose of the NCSE conducting and providing a background investigation to its clients, the applicant may choose not to execute The Disclosure & Acknowledgment and Release & Authorization documents.

Data Protection, Retention and Disposal

- The NCSE employs physical security measures to protect the perimeter of all buildings and facilities housing sensitive information. Sensitive records are stored in a secured environment, accessible only to those employees and individuals with a legitimate business need.

- Electronic information that is stored or transmitted is encrypted and layered for security by firewall and multi-tiered virus protection, as well as by network servers, network workstations and software applications that are password protected.
- The NCSE maintains response plans for disaster recovery, emergency action and breach of information that are regularly reviewed, tested and modified as necessary.
- The NCSE securely retains sensitive information only for time periods as necessary to comply with federal and state laws, to respond to audit requests by clients or other authorized entities, and to fulfill disclosure requests by the subjects of its reports.
- Upon expiration of said time periods, sensitive information is destroyed and disposed of in accordance with federal regulations by methods reasonable and appropriate to prevent unauthorized access.

Access, Dispute Resolution and Enforcement

- The NCSE will provide access to the background investigation subject of the report, upon verification of identity, in accordance with state laws, The Fair Credit Reporting Act (FCRA) and Safe Harbor principles.
- THE NCSE will respond promptly to claims of incorrect or inaccurate information and, in instances of adverse action, adhere to dispute resolution procedures with regard to notification, reinvestigation and adjudication in accordance with the FCRA and the European Union Data Protection Authorities (EU DPAs).

To contact The NCSE:

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