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2023-24



Scan above for the

**BACKGROUND CHECK
WEBPAGE**

Volunteer Background Check Guide

Signing up as a volunteer through
the **Mentoring Assistance
Platform**



The background check process is handled by a federal accredited third party organization called Selection.com using their system named Fastrax. Through this system we will process and store your background check so it is safe and only accessible to the certified staff at Cincinnati Youth Collaborative

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CYC Volunteer & Mentor Background Check Steps

(Applying via the Mentoring Assistance Platform)

01

Arrival to the webpage is confirmation of the Fair Credit Reporting Act

This does not mean we check your credit score. This is a federal law that must be confirmed to disclose federal and state records

IMPORTANT NOTE: CYC or Fastrax is NOT checking your credit score and never will

FASTRAX

✓ Disclosure Release ✓ Sign Authorization Enter Applicant Info Review Complete

✓ FAIR CREDIT REPORTING ACT BACKGROUND CHECK DISCLOSURE

In connection with your employment application (including contract or volunteer services), the prospective Employer ("The Employer") may seek to obtain information about you from a Consumer Reporting Agency. This information will be in the form of Consumer Reports as defined by the federal Fair Credit Reporting Act (FCRA).

Consumer Reports are a compilation of information that are expected to be used to evaluate you for employment eligibility or evaluate for promotion or retention as an employee (including contract or volunteer services). These reports may contain information about your character, general reputation, and mode of living. Consumer Reports may also include credit reports, criminal records, education verifications, employment history, workers' compensation records, and driving records, among other resources.

SELECTION.COM® or another Consumer Reporting Agency will compile and assemble the reports for the Employer.

A summary of your rights under the federal Fair Credit Reporting Act (FCRA) is being provided to you with this disclosure.

The following two screens are additional federal requirements to process your personal information release for the background check

02

Choose the state your current US state of the address printed on your driver's license or state ID

If your main address is in a different state than Ohio use the state on your I.D.

If you recently moved to Ohio use the last state you have permanently lived or lived longer than one year.

FASTRAX

✓ Disclosure Release ✓ Sign Authorization Enter Applicant Info Review Complete

Please select your current state of residence from the list provided below.

✓ ADDITIONAL STATE DISCLOSURES

Depending on your current state of residence, there may be additional state-specific disclosures that apply to you.

Current state of residence:
(please select)

03

Complete personal information

Complete all required fields

NOTE: For the "DOB" (Date of Birth) field, click the calendar icon to select your birth date.

FASTRAX

✓ Disclosure Release ✓ Sign Authorization ✓ Enter Applicant Info Review Complete

PERSONAL IDENTIFICATION

Last Name First Name Middle Name Birth Last Name

In order to properly process your application, please make sure that your name also matches the name on your driver's license or other government issued identification. If your name does not match your date of birth and social security number, your application could be delayed.

SSN (99-99-9999) DOB (mm/dd/yyyy) [calendar icon]

Gender: Unknown Race: [dropdown]

ADDRESS



04

Click the statement “Pay with a Fastrax token to waive fee

At the very bottom of the personal information screen, after the credit card info, find that statement and use the code given to you by CYC

IMPORTANT NOTE: If you have not received a code via email, a CYC staff member, or your program leader, **DO NOT PAY THE FEE.** Contact CYC immediately

The screenshot shows a payment form with fields for Card Number (with an example: 1234567812345678), Expiration Month, and Expiration Year. There is a checkbox for "Use personal address as billing address" which is checked. At the bottom of the form, there is a link that says "Pay with a Fastrax token". A green arrow points to this link.

05

Confirm accepted token

Once you've entered the token and pressed the “Apply” button, a green ribbon that stating confirmation

IMPORTANT NOTE: If you do not get the green ribbon, try retyping the code at least one more time and if still no green ribbon, contact your program leader or someone at CYC to verify code

The screenshot shows a form with a text input field for a token, with an example "A1B2C3D". Below the input field is a blue "Apply" button. Below the button is a green ribbon that says "Valid Token: Token [input field] will be applied for payment." and a "Remove" link.

Final Step

Submit Request

Confirm all your information is correct then click the “Submit Request” button

The screenshot shows the final review screen of the application process. It has a progress bar at the top with steps: Disclosure Release, Sign Authorization, Enter Applicant info, Review, and Complete. The main content area is titled "Applicant Information" and shows details for "Bryan K Hatcher", including last name, first name, middle name, SSN, DOB, gender, and race. It also shows contact information like address, email, and phone. Below this is a section for "APPLICANT NOTICES" with a checkbox for requesting a copy of the background check report. At the bottom right, there is a red "Submit Request" button.

The background check takes at least 3 business days to complete. Feel free to contact your Mentor Coordinator or a CYC staff member to confirm when your background check has been completed



**Background
Check Steps
Completed**



Thank you for completing the background check process!

Next steps include you staying in contact with your CYC staff contact to plan your next engagement.

For additional information or help with this process, feel free to contact us using the information below.

Happy Volunteering!

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