

TO: Camp Good Days Employees  
FROM: Tamara Federico  
SUBJECT: Background Verification Program

Camp Good Days and Special Times, Inc., utilizes an outside company to conduct background verifications on prospective and current employees. The verification program will affect all full and part-time employees and is part of the employment requirements with Camp Good Days and Special Times.

Background verification may consist of:

- Child Abuse Registers
- Criminal History
- Pre-Employment Credit Report
- Social Security Number Report
- Driving Records
- Employment Verification
- Professional Reference Verification

We appreciate your cooperation and assistance in this program. Camp Good Days and Special Times, Inc. may not hire individuals who chose not to participate in the Background Verification Program. Feel free to call me with any questions, concerns or suggestions for conducting this program and you must return a copy of this memo, signed and dated.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I \_\_\_\_\_ agree to participate in the Background Verification Program of Camp Good Days and Special Times, Inc., as part of my employment with Camp Good Days.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_