



Intake Sheet

Thank you

This sheet lets you know what information you'll need to provide in order to process your background check.

Everyone will need to know their names, addresses, e-mail addresses (if you have one), and telephone numbers as well as:

- 1) social security number or other government ID
- 2) driver's license number (if you have one)

You'll also need to know your unit of affiliation, which your unit administrator will provide here:

Once you've gathered the information you need, please go to this secure website:
<https://www.MyBackgroundCheck.com/ArcVts/>

UNIT ADMINISTRATOR- Scotland County and Robeson County Chapter Please identify the Red Cross Unit of volunteers: Affiliation Affiliation Here:

Please choose Scotland County as your unit of affiliation.

If you are applying for a job or volunteer position, your unit of affiliation may require additional information. If your unit administrator has checked off any of the boxes below, you will be required to provide information about that aspect of your background in order to process the check.

BASIC information: Full Name, Current Address, SSN, Date of Birth, ~~and Drivers License Number~~ and. If you are currently residing in Puerto Rico you must provide your Mothers Maiden name.

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Previous Employment and/or Volunteer experience. Please be prepared to provide the name, address, and phone number of all employment and/or volunteer experiences you have had for the past 7 years. Please also include a contact name.

Professional Reference information for individuals willing to provide a professional or volunteer reference.

Professional License. Please provide the license number, type, state of issuance and the name of the issuing agency or entity.

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