

Sample e-mail message that volunteers will receive from General Information Services (GIS)

From: eServices@geninfo.com

To: ADM-Volunteer Checks Current and volunteers name

Subject: Action needed to complete background check for volunteering with UW-Extension.

Dear First Name Last Name,

You are receiving this message because you are a current volunteer with University of Wisconsin-EXTENSION. University of Wisconsin-EXTENSION has asked General Information Services, Inc. (GIS) to conduct a background check to determine your eligibility and suitability for volunteer service. We now need you to give your consent and supply information for the background check. For additional information regarding GIS, please visit www.geninfo.com.

The link in the How to Respond section below will guide you through a few screens where you will be asked to provide additional information and consent for the requested search. You will need to have the following information available before you click the link to begin:

1. Your social security number.
2. Your date of birth.
3. Your current and previous addresses, including zip codes.

Our objective is to complete the searches quickly, so please make every effort to ensure the information you provide is accurate and error-free.

Additional Information

- Respond immediately. If you do not respond within 5 days of the date of this message, University of Wisconsin-EXTENSION will assume you are no longer interested in this position and will not consider your application further.

How to Respond:

Click the link below to enter GIS secure website. (If you are using text-formatted email, please copy and paste the entire link into your web browser to launch the correct page.)

[Login to Applicant Site](#)

Thank you for your continued interest volunteer service with University of Wisconsin-EXTENSION. Nothing in this message is intended to make or accept an offer or to form a contract, except that an attachment that is an image of a contract bearing the signature of an officer of our company may be or become a contract. This message (including any attachments) is intended only for the use of the individual or entity to whom it is addressed. It may contain information that is non-public, proprietary, privileged, confidential, and exempt from disclosure under applicable law or may constitute as attorney work product. If you are not the intended recipient, we hereby notify you that any use, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this message in error, please notify us immediately by telephone and delete this message immediately.

Thank you.