Grass Lake Community Schools

899 South Union Street • Grass Lake, Michigan 49240
(517) 867-5540 • Fax (517) 522-8195

Criminal History Consent Form

As a prospective employee/substitute/volunteer of Grass Lake Community Schools I understand that it is this organization's policy to secure a "Criminal History File Search" as part of their pre-employment screening process using the information provided below.

Name: _____
Last First Middle

Maiden or previously used Name(s): _____

Date of Birth: _____/_____/_____ Race: _____ Sex: _____

I understand that the Central Records Division of the Michigan State Police, in Lansing, Michigan, requires the above information. I authorize Grass Lake Community Schools to use the above information for the sole purpose of obtaining a "Criminal History File Search."

I understand that Grass Lake Community Schools accepts me for employment/ volunteering on the assumption of good moral character. If a "Criminal History File Search" reveals unsuitability for employment or volunteering, termination of my employment or refusal of volunteer status is immediate, according to Act. No. 218 of the Public Acts of 1979 as amended State of Michigan, Bureau of Regulatory Services, "and evidencing lack of good moral character."

I understand that if a negative report is found, I have the right to review the record. If I believe that it is incorrect or incomplete in any respect and wish changes, corrections or updating of the alleged deficiency, I can make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Rd., Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

Date: _____/_____/_____ _____
Signature of Applicant/Employee/Volunteer/Substitute

Check reason for criminal record check:

_____ New Employee (For what position?) _____

_____ New Substitute (For what position?) _____

_____ Volunteer – Teacher's name, name of camp or name of field trip:_____

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