

# GRCC Authorization to Investigate Criminal History

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Drivers License # \_\_\_\_\_ DOB \_\_\_\_\_

Home Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Social Security Number \_\_\_\_\_ Position/Dept \_\_\_\_\_

Have you ever live in another state?  Yes  No

If yes, what states? \_\_\_\_\_

### Position Applying For:

Full Time  Part Time  Student  Volunteer  Independent Contractor

Have you ever been convicted of a crime(s)? This would include both felony and misdemeanor convictions.

Yes  No *\*Having convictions will not necessarily prevent you from obtaining employment*

If yes, please explain the nature of the offense(s) and provide the date(s) \_\_\_\_\_

\_\_\_\_\_

If yes, what state \_\_\_\_\_

Are there any felony charges pending against you?  Yes  No

If yes, please explain \_\_\_\_\_

As a prospective or returning employee of Grand Rapids Community College, I authorize the College Campus Police Department to conduct a criminal history check prior to extending an offer of employment. I affirm that all the above information is accurate and complete. I understand that any falsification, misrepresentation or omission herein may result in refusal of or immediate dismissal from employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran and/or any other legally protected class not heretofore mentioned, in any of its educational programs and activities, including admissions and employment. Further information may be obtained from the Executive Director of Human Resources, AAVEO, 404B CPPB, 143 Bostwick Avenue, NE. Grand Rapids, Michigan 49503-3295. Telephone: (616) 234-3972

### GRCC Campus Police Department Use Only

Additional Criminal Record Obtained  Accurate Information  Record Clear

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes: \_\_\_\_\_

Clear to Hire  Yes  No

Requested By SES HR Approval Signature \_\_\_\_\_