

# Authorization to Investigate Criminal History

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

Driver's License \_\_\_\_\_ DOB \_\_\_\_\_ Soc Sec# \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Student/Employee ID# \_\_\_\_\_

Have you ever lived in another state?  Yes  No If yes, what state? \_\_\_\_\_

## Position Applying For:

Student Employee  Other Department & Position Title \_\_\_\_\_

Have you ever been convicted of a crime? This would include both felony and misdemeanor convictions.  Yes  No

If yes, please explain the nature of the offense(s) and provide the date(s). Please also provide the state:

\_\_\_\_\_  
\_\_\_\_\_

Are there any criminal charges pending against you?  Yes  No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

As a prospective or returning student 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, AA/EEO, 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 \_\_\_\_\_

## STUDENT EMPLOYMENT SERVICES USE ONLY: (return to 103 Main)

Clear to Hire?  Yes  No Signature \_\_\_\_\_ Date \_\_\_\_\_