



Please check the appropriate box and complete location information for response to be returned

☐ Employee ☐ Volunteer

Manager: _____

Worksite: _____

Disclosure: Northeast Michigan Community Service Agency, Inc. (NEMCSA) hereby discloses that it may obtain a criminal history report(s) for the purpose of considering my application for employment, other employment purposes or to volunteer for any NEMCSA program(s). Reports may also be obtained during my employment or volunteer service with NEMCSA, if required by a program, contract, or a need is identified.

If a record is found, you will receive written notification and have the right to dispute the record by: Obtaining fingerprints on a state applicant fingerprint card. The fingerprint card should be mailed to the Criminal Justice Information Center with a copy of the criminal record response and a letter requesting the Criminal Justice Information Center verify the criminal record does not belong to you.

Authorization: (Please Print Full Name) I _____, hereby authorize Northeast Michigan Community Service Agency, Inc. (NEMCSA) to conduct criminal history report(s). I have read the above Disclosure and am providing accurate, true and correct information on a voluntary basis. I acknowledge that I am signing this form as a normal part of the NEMCSA employment/volunteer process.

Signature

Date

The following information is required to obtain the criminal history report(s), and will only be used to identify any criminal history. It will be kept confidential and maintained in a separate file from the application, if applicable.

Name _____
(Last) (First) (Middle Name)

Address _____
(Street) (City)

(County) (State) (Zip) Phone (____) _____

Please List all Prior Addresses (*within the last 10 years*):

(Street) (City) (State) (Zip)

(Street) (City) (State) (Zip)

Race: ☐ White ☐ Black ☐ Asian/Pacific Islander ☐ American Indian/Alaskan Native ☐ Unknown/Other

Sex: ☐ Male ☐ Female ____/____/____
Date of Birth

Driver License Number

State Issued

Previous Driver License (if other than Michigan)

State Issued

Provide any other name(s) previously used including aliases, maiden or married, etc.