

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 _____ HR Approval Signature _____