



Public Schools of Petoskey

A Special Place for Everyone

Spitler Administration Building
1130 Howard Street
Petoskey, MI 49770
Telephone: 231-348-2100
Fax: 231-348-2342

**Confidential Volunteer Background Check
Required Information (Page 1 of 2)**

*Note: According to School Safety Legislation it is not necessary for volunteers to be fingerprinted to have a criminal history check processed. However for the protection of our students and staff **it will be necessary for all volunteers to complete a "Disclosure of Criminal History" form and provide the necessary information so that an on-line criminal background check can be processed on a yearly basis (each school year).** There is no cost to the volunteer for this procedure. The necessary forms are attached and **should be forwarded to Lori Lewis at the Spitler Administration Building for processing.** Building Principals will be notified if there is a problem/concern.*

Date: _____

As a prospective employee/volunteer of the Public Schools of Petoskey, I understand that it is policy to secure conviction criminal history information as part of the pre-employment (or volunteer) screening process using the information provided below.

First Name: _____ M.I. _____ Last Name: _____

Position/Type of Volunteer Work with Public Schools of Petoskey: _____

Building(s) of assignment or where volunteering:

High School Middle School Central Lincoln Ottawa Sheridan Montessori

Race: _____ (White, Black, Asian or Pacific Islander, American Indian or Alaskan Native, Unknown or Other)

Sex: _____

Date of Birth: _____

Any other name(s) (Maiden, etc):

First	Middle	Last
First	Middle	Last
First	Middle	Last

I understand that the Central Records Division of the Michigan State Police, Lansing, Michigan, requires the above information. I authorize the Public Schools of Petoskey to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search.

I certify that I truthfully completed all information components and have filled in all requested information above.

Signature of Prospective Employee/Volunteer

Date



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DISCLOSURE OF CRIMINAL HISTORY

I, _____, represent that (check one):
First and Last Name

_____ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.

_____ 2. I am awaiting disposition of a pending criminal case (please explain below):

a. _____

b. _____

_____ 3. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):

a. _____

b. _____

I understand and agree that:

- (1) the school district will request an on-line criminal history check on me from the Central Records Division of the Michigan Department of State Police and/or the Federal Bureau of Investigation (F.B.I.).
- (2) until that report is received and reviewed by the school district, my position is conditional; and
- (3) if the report received from the Michigan Department of State Police or the F.B.I. is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, or are pending, my position is voidable at the option of the District.

Date

Signature

Further, I have been hereby notified that I will be required to immediately self-report to the school district if I am arraigned/charged with any crime during this school year and may no longer be eligible to volunteer.

Date

Signature