



## Authorization to Run Criminal History Check Current Employees Working With Minors

In accordance with the *Minors Participating in CMU Activities* policy, authorized adults who have supervisory authority over minors must have a current background check on record with CMU or the Sponsoring Agency at the time of beginning work with minors. If you are a current employee, please complete this form to authorize CMU to conduct a criminal history background screening.

<b>CRIMINAL HISTORY CHECK:</b>		
Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any felony charges pending against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, list date(s), type of offense(s), circumstances, county where conviction occurred and action taken:

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Conviction of a crime will not necessarily render you ineligible for participation, but the nature of the conviction, circumstances and/or time of the occurrence may be considered in processing your application. Criminal conviction will be considered in relation to the activity for which you are being considered.

**I understand that I may be excluded for any misrepresentation or omission in the above stated information.**

**I also understand that any continuing or subsequent employment may be conditioned on the University's receipt of a satisfactory Criminal Conviction Report.**

**If determined necessary by the University, I authorize a background check with respect to criminal convictions.**

**If a third party agency is used to conduct a criminal history check, the University agrees to comply with the Fair Credit Reporting Act (FCRA).**

"CMU, an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate against persons based on age, color, disability, ethnicity, familial status, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight (see <http://www.cmich.edu/ocrie>)."

The information requested is needed to help the University assess your suitability for participation in camps and other activities involving minors. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days from the date that the need is known or should have been known.

\_\_\_\_\_  
Signature (Full Name)

\_\_\_\_\_  
Print (Full Name)

\_\_\_\_\_  
Date