

RELEASE FOR BACKGROUND CHECK

As a prospective employee/volunteer of Catholic Charities of Southeast Michigan (CCSEM), I understand that it is the agency's policy to secure conviction criminal history and meet other background search requirements for funding and contracts using the information provided below as a requirement for employment/volunteerism. The information obtained will not be used for any other purpose. I also understand that an offer of employment is contingent upon the satisfactory completion of this investigation . In addition, CCSEM reserves the right to conduct regular background checks on the signer of the document for purposes of the continued employment, as necessary.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Other Names Previously Used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Race: \_\_\_\_\_ Gender:  Male  Female

Driver's license Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

- I understand that the above information is requested by the Internet Criminal History Access (ICHAT) tool of the Michigan State Police, Lansing Michigan.
- I understand that CCSEM may conduct a search through the National and State Sex Offender Registries.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CCSEM USE ONLY:

Requested By: \_\_\_\_\_ Date Sent to HR: \_\_\_\_\_

Completed By: \_\_\_\_\_

Date MVR Results Sent: \_\_\_\_\_ Date Results Received: \_\_\_\_\_

Exclusion List Completed Date: \_\_\_\_\_

ICHAT Completed Date: \_\_\_\_\_

Sex Offender Results Received: \_\_\_\_\_

Comments/ Results

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