



Andy Schor, Mayor

CITY OF LANSING DEPARTMENT OF HUMAN RESOURCES

124 W. Michigan Ave
8th Floor, City Hall
Lansing, Michigan 48933

Benefits/Classifications
Labor Relations/Recruitment
Safety/Selection/Training
Worker's Compensation

(517) 483-4004 (Voice/TDD)
(517) 483-4490 (Jobs Hotline)
(517) 483-6064 (Fax)
www.lansingmi.gov

Background Check Authorization Form

Dear Applicant/Employee:

As part of the selection process for this position, we need you to complete the background and criminal history record check authorization listed below. This information must be returned with your application to the Department of Human Resources 8th Floor City Hall, 124 West Michigan Avenue, Lansing, MI 48933. We appreciate your help regarding this matter. Please call us at (517) 483-4004 if you have any questions.

Date: _____

I, _____, authorize the release of any and all information from any appropriate agency regarding any criminal conviction history to the City of Lansing Department of Human Resources. I understand that my ethnicity, date of birth, gender and my age will not be made a part of my Employment Application and that none of these four (4) items will be considered in the review of my employment.

I acknowledge that the City will complete a full background investigation, including but not limited to a State Police Criminal Conviction Record Check and Secretary of State Record Check.

I further understand that the City of Lansing has the right to either withdraw any conditional offer of employment or terminate employment based upon the results of this investigation.

Signature

(Please Print) First Middle Last Birth Name

Other name(s) you may have worked under or be known by: _____

Date of Birth: ____ / ____ / ____ Social Security #: ____ - ____ - ____ Sex ____

Ethnicity _____ Driver License #: _____ Type of Drivers License _____

Driver License Expiration Date _____ Do you have a CDL License? _____

If so, what type and what endorsements: _____

Position applied for? _____ Driving required: Yes ____ No ____

<p>For office use only:</p> <p><input type="checkbox"/> New Volunteer <input type="checkbox"/> New Staff</p> <p><input type="checkbox"/> Returning Volunteer <input type="checkbox"/> Returning Staff</p> <p><input type="checkbox"/> New Instructor <input type="checkbox"/> Returning Instructor</p> <p>Submitted by: _____</p>
