

# **MARQUETTE-ALGER REGION EDUCATION SERVICE AGENCY**

321 East Ohio Street • Marquette, MI 49855

## **CRIMINAL HISTORY RECORDS CHECK INFORMATION & INSTRUCTIONS**

The Michigan Revised School Code and/or the Michigan Pupil Transportation Act require the Marquette-Alger Regional Education Service Agency to obtain a criminal history records report (both State and Federal) on individuals applying for a position as a school administrator a teacher, a bus driver, a position requiring State Board of Education approval and for a position as a substitute teacher.

School Agency policy may also necessitate criminal history checks (Fingerprinting) on applicants for other positions.



**CRIMINAL BACKGROUND CHECK  
APPLICANT ACKNOWLEDGMENT, AUTHORIZATION AND RELEASE**

I \_\_\_\_\_, have returned to Marquette-Alger Regional Education Service Agency officials the **completed LiveScan Form** which is proof that I have been fingerprinted. The fingerprints will be forwarded to the Michigan State Police and the Federal Bureau of Investigation for processing.

I also have read and understand the Criminal History Records Check Information and Instructions provided me by the Marquette-Alger Regional Education Service Agency in connection with my application for employment.

I understand that the information contained on the criminal records check is required by the Central Records Division of the Michigan State Police and the Federal Bureau of Investigation in order to process criminal history records checks pursuant to the Michigan Revised School Code, the Michigan Pupil Transportation Act, and/or the policies of the Marquette-Alger Regional Education Service Agency. I authorize the Marquette-Alger Regional Education Service Agency to use this information for the purpose of obtaining my criminal history records check pursuant to Michigan law and/or Marquette – Alger Regional Education Service Agency Policy.

Further, I understand that according to Michigan law, a criminal history background check is required and hereby give my voluntary consent to Marquette-Alger Regional Education Service Agency and its agents to conduct this check in cooperation with both State and Federal law enforcement agencies. I also agree that Marquette-Alger Regional Education Service Agency is authorized to obtain and receive copies of any criminal background check previously obtained regarding me in connection with my application for employment with any other Michigan public school or non-public school, to the extent that such disclosure is permitted by law. I release Marquette-Alger Regional Education Service Agency and the sources of such criminal history background reports regarding me from any liability in connection with the disclosure or receipt of such information for purposes of processing my application for employment.

I understand that any offer of employment I may receive is contingent upon the review and evaluation by Marquette-Alger Regional Education Service Agency of this criminal background information.

I also represent that the information provided on Attachment A to this Acknowledgment, Authorization and Release pertaining to my criminal record history is both complete and truthful. I fully understand that if the information obtained from the State Police and/or Federal Bureau of Investigation criminal records check reveals information that is inconsistent with my statements on Attachment A, any offer of employment, my employment and contract (if I am conditionally permitted to begin work prior to receipt of the criminal background information from the above agencies) will be terminated.

I also represent that my certificate, State Board of Education approval or any license necessary for the performance of the duties for which I am making application has not been suspended or revoked by the issuing agency and that there are currently no proceedings pending for revocation or suspension of that certificate, approval and/or license.

**CHECK CRIMINAL BACKGROUND  
APPLICANT ACKNOWLEDGEMENT, AUTHORIZATION AND RELEASE -2**

I understand the provisions of Michigan law which establish criminal penalties for use of attempted use of a teaching certificate which has been suspended, revoked, nullified, fraudulently obtained, altered or forged or which has been issued to another person, in order to obtain employment in a position requiring a valid teacher or administrator certificate or State Board of Education approval. Further, I understand that Michigan law additionally provides criminal penalties for use or attempted use of a college or university transcript or other credentials which an applicant knows is fraudulently obtained, altered or forged or is that of another person, for the purpose of obtaining a teacher or administrator certificate or State Board of Education approval.

I also authorize Marquette-Alger Regional Education Service Agency to contact any child protection agencies or registries, law enforcement authorities, and/or judicial authorities and to make pre-employment inquiries and to obtain any information and/or records related to me to determine if I have committed or have been convicted of any crimes and if there are any felony charges pending against me, including the nature of the crimes committed and/or the pending felony charges.

**READ THIS DOCUMENT CAREFULLY**

***I hereby acknowledge that I have carefully read this document and that I understand and accept its terms.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Full name - **please print**)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

**CRIMINAL BACKGROUND CHECK  
ATTACHMENT A**

Pursuant to 1993 Public Act 284 and 1995 Public Act 83, as may be amended, (or their successor provisions), I, \_\_\_\_\_, represent that (check one):

- \_\_\_\_\_ 1. I have **not** been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.
  
- \_\_\_\_\_ 2. 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. \_\_\_\_\_
  - c. \_\_\_\_\_

I understand and agree that pursuant to the above statutes:

- 1. It is my responsibility to present all court documents involving my conviction to Marquette Alger RESA. Documents may include: Judgment of Sentence, Register of Actions, Certificate of Conviction or a copy of the Court Docket. **Fingerprint results are NOT court documents.**
  
- 2. The Board of Education of the school agency or governing body of the nonpublic school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police and also from the Federal Bureau of Investigation.
  
- 3. If I have been permitted to render services to Marquette-Alger Regional Education Service Agency, until these reports are received and reviewed by Marquette Alger RESA, I am regarded as a conditional employee; and
  
- 4. If the reports received from the State Police and/or Federal Bureau of Investigation are not the same as my representative(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of Marquette Alger RESA.

**I hereby authorize such a records check and agree to pay the fee charged for fingerprinting.**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

COUNTY OF MARQUETTE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Marquette County, Michigan

My Commission Expires: \_\_\_\_\_