



RETURN COMPLETED FORM TO
Center for Community Engaged Learning
 556 E. Circle Drive, Room 346
 Student Services Building
 East Lansing, MI 48824
 517-353-4400 (Dar Swiler)
communityengagedlearning@vps.msu.edu

Special Programs Criminal Background Check (CBC) Authorization Form

Section 1. Program & MSU Unit Information (Please Type or Print Legibly)

Course Name/Program	Instructor/Program Coordinator	Start Date	Experience Type
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Section 2. Program Volunteer/Worker Information (Please Type or Print Legibly)

Last Name/Surname	First Name/Given Name	Middle Name	
List any aliases and/or other legal names			
Date of Birth (mm/dd/yyyy)	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Local Address (Street:	City	State	Zip
Cell/Local Phone Number (with Area Code)	Email Address @msu.edu		

This section does not apply to MSU Employees:

EMERGENCY CONTACT NAME: _____ PHONE NUMBER: _____

CRIMINAL HISTORY

Have you ever been convicted of a misdemeanor or felony crime? Yes No
 Are there felony charges pending against you at this time? Yes No

If you answer "yes" to either of these questions, please describe the nature of the crime(s) or charge(s), the date and place of the offense, and the legal disposition of the case.

NOTE: The university conducts a criminal background check on MSU sponsored youth and special Service Learning program volunteers or workers. A "yes" response will not automatically disqualify an individual from consideration.

I understand that I will not be allowed to begin volunteer or work at this program until a criminal background check has been completed.

I authorize Michigan State University Human Resources to conduct a criminal background check on me and disclose my eligibility status to the program coordinator.

Applicant's or Legal Guardian's Signature: _____ Date: _____

MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

MSU HR OFFICE USE ONLY HR Staff _____

Date Form Received: _____ Date CBC Completed: _____ Date Coordinator informed: _____

ICHAT Record: Yes No OTIS Record: Yes No NSOPW Record: Yes No Eligible: Yes No