

**Superior Employment Services**  
100 West Big Beaver Rd. Suite 200  
Troy, MI 48084  
Phone: (248) 457-0059

Michigan Department of State Police  
Central Records Division  
Freedom of Information Unit  
7150 Harris Drive  
Lansing, MI 48193

As a prospective employee for Superior Employment Services, I understand that it is the policy to secure conviction criminal history information as part of their pre-employment screening process using the information provided below:

Name: \_\_\_\_\_

Maiden Name/ Name previously used: \_\_\_\_\_

Address \_\_\_\_\_ city \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Date of Birth: \_\_\_\_\_ place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

MI Drivers License Number \_\_\_\_\_

I understand that the information is required by the criminal Records Division of the Michigan State police, Lansing, Michigan. I authorize Global Educational Excellence LLC to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search.

\_\_\_\_\_  
*Signature of prospective Employee/Volunteer*

\_\_\_\_\_  
*Date*