

Department of Human Resources

13900 Granzon, Oak Park, MI 48237 | Telephone: 248-336-7703 | Fax: 248-336-7738



**Oak Park
Schools**

NEW HIRE BACKGROUND CHECK Acknowledgment Form

Oak Park School District (OPSD) school policy requires all potential new hires complete an iCHAT background check. Any applicant declining to complete an iCHAT background check will not be considered.

APPLICANT INFORMATION

Full Printed Name: _____

Maiden name or other name(s) previously used: _____

DOB: _____ Sex: _____ Eye Color: _____ Hair Color: _____ Height: _____
[mm/dd/yy]

Driver's License #: _____ State in Which Issued: _____ Expires: _____

CRIMINAL HISTORY INFORMATION

1) Have you been employed at OPSD before? Yes, Dates: _____ No

2) Have you ever pled guilty, nolo contendere (no contest) or been convicted of any crime (felony or misdemeanor) in a state or federal court?

Yes No

Date and court offense/conviction occurred: _____

If yes, provide a detailed description of the conviction: _____

3) Are you the subject of a current criminal investigation or have pending charges against you?

Yes No

Date and court the investigation is ongoing: _____

If yes, provide a detailed description of the investigation or pending charges: _____

FINGERPRINT HISTORY INFORMATION

I have previously worked for a Michigan school, and have not had any separation in service. I hereby authorize release of my prints and/or criminal history report from the following Michigan K-12 school district (include phone): _____

I am a student under the age of 19 (fingerprints not required)

I understand and agree that pursuant to 1993 Public Act 68:

(1) the Board of Education must request a criminal history/record check on me from the Central Records Division of the Michigan Department of State Police (iCHAT) and FBI for all employees;

(2) until that report is received and reviewed by the Oak Park School District, my status is a conditional; and

(3) if the reports received from either the Department of State Police and/or the FBI are not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment/status is voidable at the option of the Oak Park School District.

I have been told by an agent of the Oak Park School District I am to be fingerprinted within 14 days of this date. I have been given a list of local authorized Livescan locations that perform fingerprints.

By affixing your signature to this form you acknowledge your statements are to be true and give full consent to complete the requested iCHAT background check.

Signature: _____

Date Signed: _____
[mm/dd/yy]

Please return completed form to:
Human Resources
Administrative Building
13900 Granzon
Oak Park, MI 48237
(248) 336-7700 Telephone
(248) 336-7738 Facsimile

OFFICE USE ONLY

Approved Denied Date Approved/Denied [mm/dd/yy] Determining Staff Member [Initials]