

**RECORD CHECK FORM**  
**KALAMAZOO PUBLIC SCHOOLS**  
*Department Of Human Resources*

I understand that I have been conditionally offered a position as an employee or volunteer by the Kalamazoo Public Schools subject to a criminal conviction history check and/or finger printing and a pre-employment physical, if requested.

**Kalamazoo Public Schools may temporarily hire employees  
pending the outcome of the record check.**

I understand that the information below is required by the Michigan State Police and FBI for the *criminal conviction history check*. I authorize the Kalamazoo Public Schools to utilize this information for the sole purpose of obtaining a conviction-only history file search.

**Please Print**

Name \_\_\_\_\_  
Last First Middle

Maiden Name/Additional Names Used \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Sex \_\_\_\_\_

Telephone No. \_\_\_\_\_

Position Applied For \_\_\_\_\_

KPS School/Dept. name \_\_\_\_\_

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Pursuant to 1993 Public Act 68, I represent that: (*YOU MUST CHECK ONE*)

Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please check the appropriate box. Misdemeanor  Felony  Year \_\_\_\_\_ State \_\_\_\_\_

I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crime/s.

I have been convicted of or pled guilty or nolo contendere (no contest) to the following crime/s  
(Please use a separate sheet to explain nature of conviction, date, and court)

a. \_\_\_\_\_

b. \_\_\_\_\_

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

- (1) *the Board of Education of the school district or governing body of the non-public school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police and/or FBI;*
- (2) *until that report is received and reviewed by the School District, I am regarded as a conditional employee; and*
- (3) *if the report/s received from 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 contract is voidable at the option of the School District.*

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By affixing my signature, either actual or electronically, I certify that all statements on the record check form are made truthfully and without falsification, deliberate omission, or representation and further understand and agree that such statements, if found to be false, will be sufficient reason for not being employed or, if employed, may result in dismissal or the opportunity to be a volunteer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date