



AUTHORIZATION FOR DISCLOSURE OF INFORMATION

Please Print

Applicant's Name _____
First Middle Last

Maiden Name (if applicable) _____ Social Security Number _____ Position for which applying _____

Previous Employer Information: (One employer per form. Include all employers within past 5 years.)

Company's Name _____ Business Phone: _____ FAX: _____

Address _____ City _____ State _____ Zip _____

Immediate Supervisor _____ Dates of Employment _____

I hereby **authorize** the above listed employer to provide to Southgate Community School District information regarding my employment history (including **unsatisfactory evaluations, disciplinary documentation,** and information related to **termination or resignation** under less than satisfactory conditions) and, in addition, to disclose any other information that is job related, including all items within my personnel file, and pursuant to Public Act 189 of the Public Acts of 1996 being sections 380.123(8)(b) of the Michigan Compiled Laws, authorize any current or former employer(s) to **disclose any unprofessional conduct and provide copies of all documents** in my personnel record maintained by my current or former employer(s) relating to any unprofessional conduct as defined by Public Act 189 of 1996 which reads:

"Unprofessional conduct" means one or more acts of misconduct; one or more acts or immorality, moral turpitude, or inappropriate behavior involving a minor, or commission of a crime involving a minor. A criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct - MCL 380.1230(8)(b).

I acknowledge Southgate Community School Districts' right to investigate any and all references and secure additional information regarding my employment history, including any and all disciplinary action and/or the events surrounding the termination of employment.

Pursuant Public Act 180 of 1996, I waive my right to prior notice under the Bullard-Plawecki Employee Right to Know Act, Act. No. 397 of the Public Acts of 1978, being section 423.506 of the Michigan Compiled Laws, and I hereby release my current and former employer, and employees acting on behalf of my current and former employer, from any liability for providing information regarding unprofessional conduct and, further, I release Southgate Community School District and its agents and employees from any and all liability in connection with this employment history verification.

Applicant's Signature _____ Date _____

Employment Evaluations: (Please choose one.)

- Evaluations have been **Satisfactory** or better.
- Unsatisfactory evaluations occurred during employment; copies are enclosed.

Unprofessional Conduct: (Please choose one.)

- No documentation of unprofessional** conduct exists within the above-named person's personnel file.
- Unprofessional conduct has occurred; documents are enclosed.

NOTE TO CURRENT/PREVIOUS EMPLOYER: Public Act 189 of 1996 requires you to provide Southgate Community School District copies of any and all information relating to unprofessional conduct contained within the above-named person's personnel file within twenty (20) days of receipt of this request.

The Act provides that "an employer or an employee acting on behalf of the employer who disclosed information under this section in good faith is immune from civil liability for the disclosure."

FOIA Request: Please consider this a **Freedom of Information Act** request and return copies of all such documents along with this signed request to the address below:

If you have any questions or concerns, please contact the Human Resources Department at 734-246-4600.

Supervisor Signature _____ Printed Name _____ Date _____

Title: _____