



Rochester Community Schools
Human Resources Department
52585 Dequindre Road, Rochester, MI 48307
Phone: 248-726-3171 Fax: 248-726-3105

FORM 2 - CCHR

Revised 9.15.2022

CRIMINAL CONVICTION HISTORY CHECK AND RELEASE FORM

I understand that my conditional employment/involvement with the Rochester Community School District is subject to a criminal history check, and/or fingerprinting, that are satisfactory to the Rochester Community School District. I understand that the information below is required by the Michigan State Police and the FBI for the criminal conviction history/record check. I authorize the Rochester Community School District to utilize this information for the sole purpose of obtaining a criminal history/record check.

PLEASE PRINT LEGIBLY

NAME: _____

Last

First

Middle

OTHER NAME(s) or MAIDEN NAME: _____

DATE OF BIRTH ____/____/____ GENDER: ☐ Male ☐ Female CONTACT PHONE # _____

POSITION APPLIED FOR: _____ DEPARTMENT/CONTRACT COMPANY: _____

RACE: (Please choose best option per ICHAT system choices)

☐ White

☐ Black

☐ Asian or Pacific Islander

☐ American Indian or Alaskan Native

☐ Other

Pursuant to Public Act 68 of 1993, I represent that (you must check one):

- ☐ I **have not** been convicted of, nor pled guilty or nolo contendere (no contest) nor am the subject of a finding of guilt by a judge or jury of any misdemeanor or felony.
- ☐ I **have been** convicted of, nor pled guilty or nolo contendere (no contest) nor am the subject of a finding of guilt by a judge or jury of any misdemeanor or felony.
- ☐ I **have** pending criminal charges (misdemeanor or felony) and I am awaiting disposition as indicated below (use separate sheet if necessary).

I understand and agree that pursuant to Public Act 68 of 1993 and Public Act 83 of 1995:

1. The Rochester Community Schools Board of Education must request a criminal history/record check from the Central Records Division of the Michigan State Police and the FBI for all potential employees.
2. Until the results of the criminal history/record check are received and reviewed by the Rochester Community School District, my employment status is conditional.
3. If the results of the criminal history/record check, received from either the Michigan State Police 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 Rochester Community School District.

Complete one of the following:

- ☐ I was previously fingerprinted for school employment with a Michigan K-12 school district and have maintained regular and continuous employment (no break in service) with said school district since being fingerprinted. *I authorize release of my fingerprints and/or criminal history report from the following Michigan K-12 school district:*

Approx. Date Fingerprinted: _____ TCN# _____

School District Information: Name _____

Phone _____ Address _____ City, Zip _____

- ☐ I have been fingerprinted for the Rochester Community School District and the completed *LIVESCAN Fingerprint Request (Form #3)* is attached.
- ☐ I am a student currently enrolled in a K-12 program and 18 years old or younger. I understand that fingerprints are not required, but I authorize the Rochester Community School District to process a background check using the Internet Criminal History Access Tool (ICHAT).

DATE: _____ SIGNATURE: _____