



# Public Schools of Petoskey

*A Special Place for Everyone*

Spitler Administration Building  
1130 Howard Street  
Petoskey, MI 49770  
Telephone: 231-348-2100  
Fax: 231-348-2342

**Confidential Volunteer Background Check  
Required Information (Page 1 of 2)**

Note: According to School Safety Legislation it is not necessary for volunteers to be fingerprinted to have a criminal history check processed. However, for the protection of our students and staff **all volunteers shall complete a "Disclosure of Criminal History" form and provide the necessary information so that an on-line criminal background check can be processed on a yearly basis (each school year starting July 1).** There is no cost to the volunteer for this procedure. Building Principals will be notified if there is a problem/concern. **Return completed forms to the Spitler Administration Building for processing.**

As a prospective employee/volunteer of the Public Schools of Petoskey, I understand that it is policy to secure conviction criminal history information as part of the pre-employment (or volunteer) screening process using the information provided below.

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Race: \_\_\_\_\_ (White, Black, Asian or Pacific Islander, American Indian or Alaskan Native, Unknown or Other)

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Position/Type of Volunteer Work with Public Schools of Petoskey: \_\_\_\_\_  
(i.e.: band, football, driving for tennis, robotics, classroom volunteer, chaperone for field trip, etc.)

Name of Student(s) or Organization you are associated with: \_\_\_\_\_

Building(s) of assignment or where volunteering:

High School  Middle School  Central  Lincoln  Ottawa  Sheridan  Montessori

Please print maiden name and any prior married names if applicable

First	Middle	Last
First	Middle	Last
First	Middle	Last

**I understand that the Central Records Division of the Michigan State Police, Lansing, Michigan, requires the above information. I authorize the Public Schools of Petoskey to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search.**

**I certify that I truthfully completed all information components and have filled in all requested information above.**

Signature of Prospective Employee/Volunteer \_\_\_\_\_

Date \_\_\_\_\_



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## **DISCLOSURE OF CRIMINAL HISTORY**

I, \_\_\_\_\_ represent that (check one):  
First and Last Name – please print

\_\_\_\_ 1. I have not been convicted of, pled guilty or nolo contendere (no contest) to any crimes.

\_\_\_\_ 2. I am not currently under any open/pending criminal investigations.

\_\_\_\_ 3. I am awaiting disposition of a pending criminal case (please explain below):

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

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

\_\_\_\_ 4. I have been convicted of, pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):

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

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

I understand and agree that:

1. the school district will request an on-line criminal history check on me from the Central Records Division of the Michigan Department of State Police and/or the Federal Bureau of Investigation (F.B.I.);
2. until that report is received and reviewed by the school district, my position is conditional; and
3. if the report received from the Michigan Department of State Police or the F.B.I. is 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, or are pending, my position is voidable at the option of the District.
4. I will immediately report to the school district if I am arraigned/charged with any crime during this school year. I understand that I may no longer be eligible to volunteer.

\_\_\_\_\_  
Signature of Prospective Employee/Volunteer

\_\_\_\_\_  
Date