

**Series 4000: District Employment**

**4200 Employee Conduct and Ethics**

**4205-F Authorization for Release of Information and Employee History Check**

Under 1996 PA 189 of 1996; MCL 380.1230b

**Complete one Authorization form for each employer in at least the last five (5) years and maintain in confidential personnel file**

_____ First Name			_____ Middle Name			_____ Last Name		
_____ Other Name(s)						_____ Last 4 digits of SSN		
_____ Position Applied for						_____ Date		
_____ Current Employer Name				_____ Previous Employer Name				
_____ Address				_____ Street Address				
_____ City		_____ State	_____ Zip	_____ City		_____ State	_____ Zip	
_____ Start Date		_____ End Date		_____ Start Date		_____ End Date		

I authorize my current and former employer(s) for at least the last five (5) years to provide Adrian Public Schools with information regarding my employment history and other information that is job-related, including all documents within my personnel file under MCL 380.1230b for at least the five (5) prior years. I authorize any current or former employer(s) to disclose whether I have engaged in unprofessional conduct, which is defined as:

One or more acts of misconduct: one or more acts of 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.

I authorize Adrian Public Schools to obtain disciplinary memos, performance evaluations, plans of improvement, and any other documents, records, or information contained within my personnel records with my former employer(s). I understand state law provides immunity from civil liability for current and former employer(s), and employees acting on their behalf who act in good faith. MCL 380.1230b(1)(b) and (3). I release Adrian Public Schools and its representatives from all liability for seeking such information.

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I give current and former employer(s), including their agents my permission to release the above-identified personnel record information without requiring them to contact or provide me with written notice before disclosing the information to the requesting district. I waive my right of prior notice under the Bullard-Plawecki Employee Right to Know Act, MCL 423.506.

My employment with Adrian Public Schools is conditioned upon receipt and review of the personnel record information requested from my current and former employer(s), Adrian Public Schools has the sole authority to deny my employment.

If I have made any misrepresentations or omissions on my application or this document, my employment may be denied or I may be terminated.

I acknowledge that if I refuse to sign this Authorization for Release of Information, Adrian Public Schools is prohibited by law from hiring me under MCL 380.1230b(4).

I provide written consent for the Michigan State Police Criminal Records Division to conduct the criminal history check required by MCL 380.1230 and the criminal records check required by MCL 380.1230a.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Note to Current/Former Employer:** MCL 380.1230b requires you to provide Adrian Public Schools copies of any and all information relating to unprofessional conduct contained within the above-named personnel file within 20 business days after receipt of this request. Enclosed is a self-addressed envelope for return.

- I certify that the above-named person has not engaged in unprofessional conduct.
- I have enclosed items relating to the above-named person's unprofessional conduct.
- The applicant resigned on: \_\_\_\_\_
- The applicant resigned in lieu of discharge or non-renewal on: \_\_\_\_\_
- The applicant was discharged on: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization