

Student Employment Criminal Background Check (CBC) Authorization Form

Criminal background checks may be completed for student jobs as appropriate but are only required for specific job titles.
Human Resources will complete a criminal record search upon receiving a completed and signed copy of this form.
Please allow a minimum of five business days for processing of each background check request.

Completed forms can be submitted in the following ways: Email: cbc@hr.msu.edu or
Mail: MSU Human Resources, 1407 S. Harrison Rd, Suite 110, East Lansing, MI 48823

Section 1. MSU Unit Information (Please Type or Print Legibly)

Hiring Department: Kellogg Biological Station Volunteer Program		Employee Start Date:
Department Contact Name: Misty Klotz/Sarah Reimer	Phone Number: 269-671-5117	Email Address: klotzmis@msu.edu/reimersa@msu.edu

Section 2. Student Employee Information (Please Type or Print Legibly)

Last Name/Surname:	First Name/Given Name:	Middle Name:	
List any aliases and/or other legal names:			
		MSU NetID: Not Applicable for Volunteers	
Date of Birth (mm/dd/yyyy):	☐ Male ☐ Female	MSU Student: ☐ Yes ☐ No	
Local Address (Street):	City:	State:	Zip:
Cell/Local Phone Number (with Area Code):	Email Address:		
CRIMINAL HISTORY			
NOTE: A "yes" response will not automatically disqualify an individual from consideration.			
Have you ever been convicted of a misdemeanor or felony crime? ☐ Yes ☐ No			
Are there any felony charges pending against you at this time? ☐ Yes ☐ No			
If you answer "yes" to either of these questions, please describe the nature of the crime(s) or charge(s), the date and place of the offense, and the legal disposition of the case.			

I understand that Michigan State University conducts a criminal record history search on applicants considered for employment and that information obtained as a result of this search may be used in evaluating by suitability for employment or continuation of employment with Michigan State University. I understand that I will not be allowed to begin Employment until a criminal background check has been completed.

☐ I authorize Michigan State University Human Resources to conduct a criminal background check on me and disclose my eligibility status to the hiring department.

Applicant's or Legal Guardian's Signature: _____ Date: _____

MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

MSU HR OFFICE USE ONLY

Date Form Received: _____ Date CBC Completed: _____ Date Department Informed: _____

MSU HR Staff Name and Signature: _____

ICHAT Record: ☐ Yes ☐ No OTIS Record: ☐ Yes ☐ No NSOPW Record: ☐ Yes ☐ No Eligible: ☐ Yes ☐ No