

Authorization to Conduct Criminal Records Check

(Please Read Carefully Before Completing And Signing)

The items of personal information requested below are needed to process your criminal records check. This information is intended solely for that purpose and will not be used in a discriminatory manner by the parties noted below in the making of appropriate business decisions.

Printed Full Name of Applicant:

<i>Last</i>	<i>First</i>	<i>Middle</i>
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Other names you have used, including maiden name and the date(s) your name(s) changed:

Race: _____

Gender: _____ Male _____ Female

Social Security #: _____ - _____ - _____

Your Date of Birth: _____
(Month/Day/Year)

List all your residential addresses for the past seven (7) years, starting with your present address:

<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>County</i>	<i>Zip Code</i>	<i>From Mo./Yr.</i>	<i>To Mo./Yr.</i>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Have you ever been convicted of a crime (Other than minor traffic offenses)? Yes ___ No ___

If Yes, Please Explain Charges: (Use an additional sheet of paper if necessary) _____

What State, What County and What Year did these convictions occur? _____

I authorize the West Michigan Annual Conference of The United Methodist Church and/or Oxford Document Management and their agents to conduct a criminal records check on myself as part of my application for employment, appointment or a volunteer position. This may include information contained in criminal files at the county, state and federal jurisdictions, credit I hereby release and hold harmless all persons, companies or corporations furnishing such information from liability and responsibility. A photo static copy of this document can substituted for the original. This document shall be valid for a period of one (1) year from the date of my signature.

Signature of Applicant _____

Date: ___ / ___ / ___