



Criminal Background Check

As a prospective employee/volunteer/intern/contractor of **First Step**, I understand that is the agency's policy to secure **conviction only** criminal history as part of the pre-employment/volunteering/contractor screening process using the information provided below. Information pertaining to race, age, color, religion, sex marital status, national origin, citizenship, ancestry, physical or mental liability, veteran status, sexual orientation, political affiliations, gender identity, or any other legally protected basis will not be used as a determining factor in this process. **I further understand that I must notify my supervisor or any criminal convictions with 48 hours of occurrence.**

Which best describes you?

- Staff Volunteer/Intern Contractor

In what area will you be with First Step?

- Direct Service(s) Clerical/ Maintenance

Is this check due to...

- New Applicant Bi-Annual Check

If New applicant, whom have you been communicating with at First Step? _____

Last Name	
First Name	
Race	
Gender	
Date of Birth	
Other Last Name (s), if any	
Other First Name(s), if any	
Other Middle Initial(s), if any	
City	
County	
Zip Code (current)	
Drivers License #	
Have you lived in Michigan each and every year for the last 10 years ____ Yes, ____ No	If no, provide current street address: _____ If no, please provide social security number _____

I understand the above information is required by the following systems: Michigan State Police Central Records Division, a national criminal check through Volunteer Select Plus, and a Sex Offender Registry check. I authorize **First Step** to utilize the above information for the sole purpose of obtaining a **conviction only** criminal history file search.

Employee/Volunteer/Intern/Contractor signature

Date

In the event that **First Step** is made aware of any convictions, the CEO will determine if the offenses put the clients of **First Step** at risk. **First Step** reserves the right to immediately suspend any paid or unpaid staff, volunteer or contractor until the information is verified. Upon positive criminal conviction verification, paid or unpaid intern, staff or contractor may be terminated.