



850 Greenhills Drive, Ann Arbor, MI 48105

Criminal Conviction History Release Form

If you were fingerprinted in Michigan after January 1, 2006 and your prints are on file in another school district in Michigan, this form is REQUIRED; otherwise, NEW fingerprints are necessary.

As a prospective employee of Greenhills School, I understand that the school must secure criminal conviction history/fingerprint history report information (MCL 380.1230a) as part of its pre-employment screening process using the information provided below:

Name (print clearly): _____
Last First Middle

Maiden/Former name(s) previously used: _____

Birthdate: ____/____/____ City & State of Birth: _____
mm dd yy

Sex: _____ Race: _____ E-mail: _____

I authorize **Greenhills School** to utilize the above information for the sole purpose of obtaining a criminal conviction history/fingerprint report.

CHECK ONE:

MY PRINTS ARE ON FILE IN A MICHIGAN DISTRICT OR AGENCY:

I authorize _____ to release my criminal conviction history/fingerprint report to:

**Greenhills School, ATTN: John Nickel
850 Greenhills Dr., Ann Arbor, MI 48105**

MY PRINTS ARE ON FILE AT GREENHILLS SCHOOL:

I authorize **Greenhills School** to release the criminal conviction history/fingerprint report received to the following school district as part of their pre-employment screening process:

MAIL TO: _____

Applicant's Signature

Date