

# Michigan State University Student Employment Office Criminal Background Check

## Policy Statement

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

## Hiring Department

(to be completed by hiring department)

Department Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

This student is being hired as a (select one):       Student Intern       Student Employee

## Agreement

(to be completed by student)

I understand that Michigan State University conducts a criminal record history search on applicants considered for employment. I understand that information obtained as a result of this search may be used in evaluating my suitability for an offer of employment or continuation of employment with Michigan State University.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_

\*Gender: \_\_\_\_\_

\*Ethnicity: \_\_\_\_\_

\*A date of birth, gender and ethnicity is required for a criminal background check and will be used to confirm your identity for purposes of completing an accurate background investigation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Mail or Fax Completed Forms to:**  
**MSU Student Employment**  
**110 Nisbet Building**  
**517-432-3862**

## Student Employment Use Only

Background Check Completed on: \_\_\_\_\_