



## HUMAN RESOURCES DEPARTMENT

47275 Sugarbush Road  
Chesterfield Township, MI 48051  
Phone: 586-649-6468 Fax: 586-949-3590  
[www.chesterfieldtwp.org](http://www.chesterfieldtwp.org)

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### BACKGROUND CHECK SEARCH INFORMATION

1. NAME (Full): \_\_\_\_\_  
(Please Print)
2. MAIDEN LAST NAME: \_\_\_\_\_
3. LIST ANY FORMER NAMES USED: \_\_\_\_\_
4. DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_
5. TELEPHONE NUMBER: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_
6. CURRENT STREET ADDRESS: \_\_\_\_\_
7. CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_
8. NAME OF DRIVERS' LICENSE: \_\_\_\_\_
9. DRIVERS' LICENSE NUMBER: \_\_\_\_\_
10. RACE: \_\_\_\_\_ I DO NOT WISH TO IDENTIFY MY RACE: \_\_\_\_\_
11. SEX: \_\_\_\_\_

BY SIGNING BELOW, YOU ARE CERTIFYING THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date



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### AUTHORIZATION FOR RELEASE OF INFORMATION AND RECORDS OF EMPLOYMENT/BACKGROUND SCREENS

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize Chesterfield Township, and its designated agents and representatives, to conduct a comprehensive review of my background through a consumer report (ICHAT/SOS/LEIN, etc.), and/or an investigative consumer report to be generated for employment, promotion, re-assignment or retention as an employee.

I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security Number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I, \_\_\_\_\_, authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Chesterfield Township or its designated agents with any and all information in their possession regarding me, in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Department

\_\_\_\_\_  
Date