Rev. 4/2024



## Monroe Public Schools Conviction Disclosure Form – New Employees

I UNDERSTAND THAT THE INFORMATION REQUESTED IS REQUIRED BY THE CENTRAL RECORDS DIVISION OF THE MICHIGAN STATE POLICE, LANSING, MICHIGAN. I FURTHER UNDERSTAND THAT A CONVICTION RECORD DOES NOT NECESSARILY PREVENT THE ACCEPTANCE OF EMPLOYMENT. I AUTHORIZE MONROE PUBLIC SCHOOLS TO UTILIZE THE ABOVE INFORMATION FOR THE PURPOSE OF OBTAINING INFORMATION REGARDING A CRIMINAL CONVICTION.

| Last Name    |  | First Name  | Middle Name  |
|--------------|--|---|--|
| Maiden nam   | e or names previously  | used:   |  |
| Birthdate: _ |  | Race:   | Sex:   |
| Building:    | Position:  |   |  |
| Pursuant to  | Public Act 138 of 200  | 95, I represent that (check all                                   | that apply):   |
| 1.           | I have not been convicted of or pled guilty or nolo contendre (no contest) or am the subject of finding of guilt by a judge or jury of any crime.  |   |  |
| 2.           | I have been convicted of, or pled guilty or nolo contendre (no contest) or am the subject of finding of guilt by a judge or jury for the following crimes (attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction): |   |  |
|              | Felony   | Misdemeano  | r  |
|              | Felony   | Misdemeano  | r  |
|              | Felony   | Misdemeano  | r  |
| 1. If I hav  | e been convicted of a  | a listed offense, my employme<br>felony, other than a listed offe | ent shall be terminated. I also understand that i<br>ense, the superintendent, or chief administrato<br>employment or work assignment. |
| regar        | ded as a conditional   | employee and if the crim  | wed by the employing school district, I an inal history report is not the same as my d at the option of the school district.           |
| 3. I mu      | st submit a copy of my government issued photo ID with this Conviction Disclosure Form.  |   |  |
| Signature    |  |   | - Date   |

**OFFICE STAFF:** Send completed form to <a href="https://mannesources@monroe.k12.mi.us">https://mannesources@monroe.k12.mi.us</a>. Prospective Employee may not start working until the background check is cleared.