



CRIMINAL HISTORY BACKGROUND

As a prospective employee of the CCTA, I understand that it is the policy to secure conviction criminal history information as a part of the pre-employment screening process using information provided below.

A prior conviction does not necessarily mean that you cannot be employed. Criminal convictions will be considered in relation to the position for which you have applied.

= CCTA use only

- **Please PRINT clearly**
- **Provide government-issued photo identification upon submission of this form**

Name: _____ _____ _____
Last First Middle

Previous names (maiden, married, etc.): _____

Date of Birth: _____ Race: _____ Sex: _____

Driver License No: _____ Expiration Date: _____

Issuing State *circle one*: Michigan Other *if other, please specify*: _____

Have you ever been convicted of a felony? *circle one*: NO YES (if YES, complete all details below)

Nature of offense	Date of offense	Location/city	Status of offense

Have you ever been convicted of a criminal misdemeanor, and/or a drinking and driving offense?

circle one: NO YES (if YES, complete all details below)

Nature of offense	Date of offense	Location/city	Status of offense

The above information is required by the Central Records Division of the Michigan State Police, Lansing, Michigan, in order to search the files. I authorize the CCTA to use the above information for the sole purpose of obtaining a conviction-only criminal history file search and if required for the position, a check of my Michigan driving record.

I understand that all information is true and complete. I understand any falsifications, omissions, or misrepresentations shall be sufficient cause for refusal of employment or dismissal regardless of the time elapsed before discovery.

Signature of Applicant for Employment

Date

ID verified above

Witness (must be a representative of the CCTA)

Date

Information Processed by COK HR Staff

Date