

(School District)

(Street Address), (City, State, Zip Code) – (Area Code) (Phone Number) – (Area Code) (FAX Number)

Request/Consent Form From Previous/Present Employer Disclosure of Unprofessional Conduct

SECTION 1: TO BE COMPLETED BY PROSPECTIVE APPLICANT

Pursuant to Public Act 189 of 1996, I hereby authorize \_\_\_\_\_ (previous or current employer) to disclose to (School District) any unprofessional conduct by \_\_\_\_\_ (name of applicant), and to provide to (School District) copies of all documents in my personnel record maintained by my current or former employer relating to any unprofessional conduct. I release the above of any liability for providing information pursuant to this release. I also waive any written notice required under the "Bullard-Plawecki Employee Right To Know Act" as it applies to this release. It is my understanding that information received pursuant to this release shall be used by the (School District) only for the purpose of evaluating my qualifications for employment in the position for which I applied. I understand that I cannot be hired until this information has been provided to the (School District).

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_
Address of Previous/ \_\_\_\_\_ Birth Date \_\_\_\_\_
Current Employer \_\_\_\_\_ Social Security # \_\_\_\_\_

Act No. 451 of Michigan Public Acts of 1976 as amended by Section 1230b, May 8, 1996 requires:

- 1. Before hiring an applicant for employment, a school district shall request the applicant for employment to sign a statement that does both of the following:
a. Authorizes the applicant's current or former employer to disclose to the school district any unprofessional conduct by the applicant and to provide copies of all documents in the employee's personnel record maintained by the current or former employer relating to any unprofessional conduct.
b. Releases the current or former employer, and employees acting on behalf of the current or former employer, from any liability for providing information described in subdivision (a) above as provided in subsection (3) below, and waives any written notice required under section 6 of the "Bullard-Plawecki Employee Right To Know Act".
2. Before hiring an applicant for employment, a school district shall request at least the applicant's current employer or, if the applicant is not currently employed, the applicant's immediately previous employer to provide the information described in subsection 1(a) above. The request shall include a copy of the statement signed by the applicant.
3. Not later than 20 business days after receiving a request under subsection (2) above, an employer shall provide the information requested and make available to the requesting school district copies of all documents in the employee's personnel record relating to the unprofessional conduct. An employee, or an employee acting on behalf of the employer that disclosed information under this section in good faith is immune from civil liability for the disclosure.
(b) "Unprofessional Conduct" means one or more acts of misconduct; one or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor. A criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct.

SECTION 2: TO BE COMPLETED BY PREVIOUS/PRESENT EMPLOYER

Applicant's Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Any unprofessional conduct occur while employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please answer the following:

Date/dates of incident \_\_\_\_\_ Copies of documentation enclosed Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for leaving employment: Discharged \_\_\_\_\_ Resigned \_\_\_\_\_ Other \_\_\_\_\_

Current/Former Employer's Name \_\_\_\_\_

Name of company official preparing this document \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_

This information must be returned in the enclosed self-addressed envelope no later than 20 business days after receiving the request

SECTION 3: TO BE COMPLETED BY (SCHOOL DISTRICT)

Date mailed \_\_\_\_\_ Date returned: \_\_\_\_\_