



**City of Novi
Criminal Background Screening
Consent Form**

Novi Human Resources
45175 W. Ten Mile Road
Novi, MI 48375
(248) 347-0452

As a present or prospective volunteer / employee of the City of Novi, I understand it is the City's policy to secure criminal and / or driving history information as part of their screening process using the information provided below.

Name: _____
Last First Middle

Maiden name previously used: _____

Address: _____

City / State / Zip: _____

Date of Birth: _____ Sex: Male _____ Female _____

*Social Security Number: _____
**only needed if you do not have a Driver's License*

Michigan Driver's License Number: _____

I hereby authorize the City of Novi to conduct, by an individual, a conviction only criminal background history search and sex offender registry search. I hereby consent to this search being conducted and to the disclosure of the result of that search by the individual to the City of Novi. I further hereby release the individual conducting the search, and the City of Novi, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a part of this search. I also understand and acknowledge that false information provided by me on criminal convictions will result in disqualification from employment with the City of Novi or in dismissal from employment if an offer of employment has been made and accepted.

Signature: _____ Date: _____

*Parent's Signature: _____ Date: _____
**if under 18 years of age*

OFFICE USE ONLY:

Requesting Supervisor: _____ Program: _____

Approved () Denied () By: _____ Date: _____