

**Student Employment Criminal Background Check (CBC) Authorization Form**

Criminal background checks may be completed for student jobs as appropriate but are only required for specific job titles. Human Resources will complete a criminal record search upon receiving a completed and signed copy of this form. Please allow a minimum of five business days for processing of each background check request.

Completed forms can be submitted in the following ways: Email: [cbc@hr.msu.edu](mailto:cbc@hr.msu.edu) or Mail: MSU Human Resources, 1407 S. Harrison Rd, Suite 110, East Lansing, MI 48823

**Section 1. MSU Unit Information (Please Type or Print Legibly)**

Hiring Department:		Student Employee Start Date:
Department Contact Name:	Phone Number:	Email Address:

**Section 2. Student Employee Information (Please Type or Print Legibly)**

Last Name/Surname:	First Name/Given Name:	Middle Name:
List any aliases and/or other legal names:		
		<b>MSU NetID:</b>
Date of Birth (mm/dd/yyyy):	<input type="checkbox"/> Male <input type="checkbox"/> Female	MSU Student: <input type="checkbox"/> Yes <input type="checkbox"/> No
Local Address (Street):	City:	State:      Zip:
Cell/Local Phone Number (with Area Code):	Email Address:	

**CRIMINAL HISTORY**

**NOTE: A "yes" response will not automatically disqualify an individual from consideration.**

Have you ever been convicted of a misdemeanor or felony crime?  Yes       No  
 Are there any felony charges pending against you at this time?  Yes       No

If you answer "yes" to either of these questions, please describe the nature of the crime(s) or charge(s), the date and place of the offense, and the legal disposition of the case.

I understand that Michigan State University conducts a criminal record history search on applicants considered for employment and that information obtained as a result of this search may be used in evaluating by suitability for employment or continuation of employment with Michigan State University. I understand that I will not be allowed to begin Employment until a criminal background check has been completed.

I authorize Michigan State University Human Resources to conduct a criminal background check on me and disclose my eligibility status to the hiring department.

Applicant's or Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER*

**MSU HR OFFICE USE ONLY**

Date Form Received: \_\_\_\_\_ Date CBC Completed: \_\_\_\_\_ Date Department Informed: \_\_\_\_\_

MSU HR Staff Name and Signature: \_\_\_\_\_

ICHAT Record:  Yes  No      OTIS Record:  Yes  No      NSOPW Record:  Yes  No      Eligible:  Yes  N