

**WOODBRIIDGE MANAGEMENT & EDUCATION
SERVICES (WMES)**

211 Maple Street
P.O. Box 1098
Big Rapids, MI 49307
Phone: (231) 527-1460 and Fax: (231) 527-1564

**RELEASE OF INFORMATION
AUTHORIZATION**

I hereby authorize the following organizations, individuals, and entities to furnish the company or its agents with any and all available information and copies of records/transcripts pertaining to me, my activities, and/or my status for the purpose of possible employment with the company:

- ◆ Law enforcement agencies and custodians of court records
(Example: Criminal Records Search and for those applicable Fingerprinting and Unprofessional Conduct Request for Disclosure)
- ◆ Present and past employers
- ◆ Schools, colleges, universities, or other institutions of learning
- ◆ Branches of military service
- ◆ Individuals who serve as references

To ensure that individuals who join WMES are well qualified and have a strong potential to be productive and successful, it is the policy of WMES to check the references of all applicants.

All employees prior to commencing work for WMES will sign a release for a criminal records and background check. The initial criminal records check will be performed by the WMES Office prior to the prospective employee beginning work, and will be accomplished through the Michigan State Police on-line ICHAT program.

In addition to the above all teachers, instructional aides, administrators/managers, coaches, and all other employees of the school facility will undergo fingerprinting for both the FBI and the State of Michigan at the employee's expense. This list may be expanded in the future to meet state law or by the WMES Board of Directors, or an individual Academy Board of Directors.

No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Applicant Signature

Print Signature

Date

I hereby hold harmless from liability the company and any other person(s) or agency and their employees and agents who may provide or discuss pertinent information in conjunction with the background investigation.

Initials: _____

Criminal Record Search - State of Michigan Records Only -
ICHAT - For ALL WMES EMPLOYEES

Last Name:

First Name:

Middle Initial:

Race

Sex

Month of Birth

Day of Birth

Year of Birth

Other Last Name:

(Example: Maiden Name)

Other First Name:

Other Middle Initial

Other Last Name:

Other First Name:

Other Middle Initial

Applicant Signature

Date

A machine copy of this authorization is considered as effective and valid as the original.