

SUPERIOR

Employment Services

Superior Employment Services
100 West Big Beaver Rd. Suite 200
Troy, MI 48084
Phone: (248) 457-0059

Michigan Department of State Police
Central Records Division
Freedom of Information Unit
7150 Harris Drive
Lansing, MI 48193

As a prospective employee for Superior Employment Services, I understand that it is the policy to secure conviction criminal history information as part of their pre-employment screening process using the information provided below:

Name: _____

Maiden Name/ Name previously used: _____

Address _____ city _____ State _____ zip _____

Date of Birth: _____ place of Birth: _____

Social Security Number: _____

MI Drivers License Number _____

I understand that the information is required by the criminal Records Division of the Michigan State police, Lansing, Michigan. I authorize the designated District _____ to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search.

Signature of prospective Employee/Volunteer

Date