Youth Program Criminal Background Check (CBC) Authorization Form
Completed forms can be submitted in the following ways: Email: cbc@hr.msu.edu or Mail: MSU Human Resources, 1407 S. Harrison Rd, 110 Nisbet Bldg, East Lansing, MI 48823

Section 1. Youth Program & MSU Unit Information (Please Type or Print Legibly)

<table>
<thead>
<tr>
<th>Youth Program Name:</th>
<th>Youth Program Start Date:</th>
<th>Sponsoring MSU Unit Name &amp; Org Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>RicStar Music Therapy Camp</td>
<td>06/13/2016</td>
<td>Comm. Music School / 10030163</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Youth Program Coordinator Name:</th>
<th>Phone Number:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaime Merritt</td>
<td>517-416-1088</td>
<td><a href="mailto:merrit33@msu.edu">merrit33@msu.edu</a></td>
</tr>
</tbody>
</table>

Section 2. Youth Program Volunteer/Worker Information (Please Type or Print Legibly)

<table>
<thead>
<tr>
<th>Last Name/Surname:</th>
<th>First Name/Given Name:</th>
<th>Middle Name:</th>
</tr>
</thead>
</table>

List any aliases and/or other legal names:

Date of Birth (mm/dd/yyyy): ☐ Male ☐ Female

Local Address (Street): ☐ City: ☐ State: ☐ Zip:

Cell/Local Phone Number (with Area Code): Email Address:

This section does not apply to MSU Employees:

EMERGENCY CONTACT NAME: ________________________________ PHONE NUMBER: __________________

CRIMINAL HISTORY

Have you ever been convicted of a misdemeanor or felony crime? ☐ Yes ☐ No
Are there 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.

NOTE: The university conducts a criminal background check on all youth program volunteers or workers. A “yes” response will not automatically disqualify an individual from consideration.

I understand that I will not be allowed to begin volunteer or work at the MSU sponsored youth program 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 youth program coordinator.

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 Coordinator Informed: _______________

MSU HR Staff Name and Signature: ____________________________________________

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

Last Revised 10/28/2015