

Eastern U.P Transportation Authority
4001 I-75 Business Spur
Sault Ste. Marie, MI 49783

Michigan Department of State Police
Central Records Division
7150 Harris Drive
Lansing, MI 48913

Re: Application for Record Check

Dear Department:

_____ is being considered for employment with the Eastern U.P. Transportation Authority in a position that involves cash handling. We are, therefore, requesting documentation of any criminal history you may have on record for this individual.

The proper identifiers required to conduct a complete criminal history file search are as follows:

Name: _____	Date of birth: ____/____/____/
Race: _____	Sex: _____
Social Security number: _____	_____
Driver's license number: _____	_____
Alias or maiden name: _____	_____
FBI fingerprint number: _____	_____
SID fingerprint number: _____	_____

These records are obtained as pre-employment volunteer screening to assure the safety and security of our customers, vendors, and employees by the authorized user, Eastern U.P. Transportation Authority, 4001 I-75 Business Spur, Sault Ste. Marie, MI 49783.

By my signature below, I authorize the release of this information, obtained by the use of a proper complete criminal history file search.

Dated: _____

/s/ _____
Applicant's signature

EASTERN U.P. TRANSPORTATION AUTHORITY

___ Have you ever been convicted of a felony or Misdemeanor?
Yes ___ No ___

___ Are there felony or misdemeanor charges pending against you?
Yes ___ No ___

If you answered yes to ___ or ___ above, complete the following:

Date	Offense	Place	Disposition

AGREEMENT (PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY)

I affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge, and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. *(please initial)*___

I authorize **EUPTA** to investigate all statements contained in this application, including records of any educational institution, police departments, credit reporting agencies and other references or sources concerning me. I authorize all such references and sources (and the company) to release this information without liability for damage incurred in giving it. I waive any written notice of the release of such records that may be required by state or federal law. *(please initial)*___

I request that previous employers contacted by **EUPTA** in connection with this application fully respond to all inquiries concerning such previous employment and specifically waive prior written notice of disclosure of my personal record information including disciplinary reports, letters of reprimand, or other disciplinary action. In consideration of the acceptance of my application, I release **EUPTA** and previous employers of any claimed liability arising out of such response and disclosure. *(please initial)*___

If offered employment, I agree and consent to provide blood and urine specimens for alcohol and drug-screening analysis. I understand and agree that **EUPTA** may require me to undergo a physical examination. I also consent to an investigation of my driving record. I understand that any offer of employment by **EUPTA** will be contingent on the results of such investigation, alcohol and drug screening, and physical examination. *(please initial)*___