



## BACKGROUND CHECK INSTRUCTIONS:

This background check form has been provided to you to assist in the hiring of a safe competent honest individual. We all want to have trustworthy people working with us in our daily lives and this document is one step you can take to ensure the hiring of such a person. The use of this document is very simple. Follow the guidelines below in order to use this document.

1. Inform your perspective applicant that before you hire them you would like to do a background check.
2. Provide the background check form to them and advise them you would like to have them fill it out and sign the document giving you permission to conduct the background investigation. They are under no obligation to agree to a background check but their refusal to participate should be taken into consideration before you hire them.
3. Once they have filled out the form, look at their past addresses to see what counties, towns, or cities in which they have lived.
4. Once you have established where they live, provide a copy of the background check form to the following:
  - A. County Prosecutors Office in which they lived
  - B. County Sheriff's Office
  - C. Any Police Department in towns the applicant stated they lived.
  - D. Local Michigan State Police Post.

\*\*\* Not all law enforcement agencies are linked together when it comes to sharing information. A check with one police department may not uncover other department's contacts with the perspective employee. This is why it is recommended that any law enforcement agencies jurisdiction in which the applicant lived should be checked by the person doing the background check.

It is also recommended that a criminal history check be performed. A criminal history can be purchased online with a credit card at:

<https://www.michigan.gov/ichat>

This criminal history check will only be for convictions that occur in the state of Michigan. Law enforcement agencies in which you provide this form are not allowed to perform a criminal history check by law and this is why it is recommended you perform the check on ICHAT.

Another source of information for an applicant is **GOOGLE**. By typing in the applicants name, individuals can often find information related to the individual from newspaper articles to social media posts.

*"The information provided is taken from public records and may not provide you with complete and total background information concerning the individual, or a complete and total criminal background, if any. This information is provided to you to assist you in making a decision to hire an independent contractor to work in your home. By providing this information, the provider makes no representation as to the suitability of the named person for employment.*

*As the employer hiring an independent contractor, you are solely responsible for making that hiring decision."*