Novi Public Library
Adult Criminal Background Screening Consent Form
(18 years of age or older)

Administration Office
45255 W. Ten Mile Road
Novi, MI 48375
(248) 349-0720

As a present or prospective volunteer / employee of the Novi Public Library, I understand it is the Novi Public Library's practice to secure criminal and / or driving history information as part of their screening process using the information provided below.

Name: _____
Last First Middle

Maiden name previously used: _____

Address: _____

City / State / Zip: _____

Date of Birth: _____ Sex: Male ☐ Female ☐

*Social Security Number: _____
*only needed if you do not have a Driver's License

Michigan Driver's License Number: _____

I hereby authorize the Novi Public Library to conduct, by an individual, a conviction only criminal background history search and sex offender registry search. I hereby consent to this search being conducted and to the disclosure of the result of that search by the individual to the Novi Public Library. I further hereby release the individual conducting the search, and the Novi Public Library, from any and all liability, claims and damages, including, but not limited to, claims for releasing or using any information revealed as a part of this search. I also understand and acknowledge that false information provided by me on criminal convictions will result in disqualification from employment with the Novi Public Library or in dismissal from employment if an offer of employment has been made and accepted. The Novi Public Library reserves the right to terminate my volunteer service at any time.

Signature: _____ Date: _____

OFFICE USE ONLY:

Requesting Supervisor: _____ Program: _____

Position applying for:_____

Approved ( ) Denied ( ) By: _____ Date: _____