

Where your story begins.

Background Check Policy for Staff and Volunteers

Lapeer District Library Staff

The library will conduct a criminal background check of any final candidate who is being considered for employment. The library reserves the right to conduct other background checks at any time during someone's employment if evidence dictates its wisdom.

Criminal background checks are conducted via the Michigan State Police's ICHAT (Internet Criminal History Access Tool), or another organization as appropriate. The results of the background check will be sent directly to the library director. The cost of the background check will be covered by the library. Failure to pass the background check may result in a job offer being rescinded.

The library will conduct a driving record check of any candidate who is being considered for employment in a position where driving a library vehicle is one of the job duties. Annual checks will occur throughout employment. Failure to maintain insurability may result in the inability to retain employment.

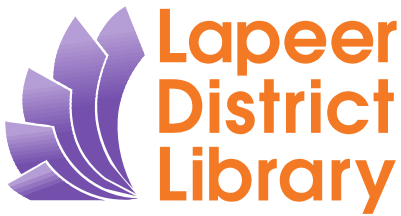
Volunteers (18 years of age and older)

Volunteers 18 years of age or older must pass a criminal background check conducted via the Michigan State Police's ICHAT (Internet Criminal History Access Tool), or another organization as appropriate, prior to the start of volunteer service. The results of the background check will be sent directly to the library director. The cost of the background check will be covered by the library.

Documentation showing a prior background check within the past 12 months may be accepted in lieu of a new check. Volunteers who are personally well-known to staff may be permitted service with prior consent of the library director.

Volunteers 18 years of age or older who are volunteering via a community service group (i.e. Kiwanis, United Way, etc.), a local business, or a college program will be assumed to have been vetted by their group, business, or college program.

Volunteers will be under staff supervision at all times.



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Volunteer Application

Name: _____

Address: _____ City: _____ State: _____

Telephone: _____ Email Address: _____

How many hours would you like to volunteer? _____

What days and times are you available? _____

Are you volunteering for a specific purpose? _____
(Please note: We do not accept court ordered community service applications)

Is there any specific area in the library you would like to volunteer? _____

Emergency Contact Name: _____ Phone: _____

IF OVER 18 Permission to Conduct a Background Check is Required.

The following information is required by law enforcement agencies and for other positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Social Security Number: _____ Date of Birth: _____

Other Names Used: _____

Driver's License Number: _____ State Issued: _____

Name as it appears on License: _____



Where your story begins.

Have you ever been convicted of, plead guilty, or “no contest” to a crime that has or has not been expunged or removed from your record. Yes No If yes, please explain

The Lapeer District Library will consider the nature of the offence, relation to the position for which you are applying, time since conviction and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration.

FAIR CREDIT REPORTING ACT, DRIVER’S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUE (S)

NOTICE: In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, and any applicable state statue(s).

All information provided is known to be true and correct to the best of my knowledge.

Signature: _____ Date: _____

LDL Board Motion 12R.09.07