



**Eaton RESA**  
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[www.eatonresa.org](http://www.eatonresa.org)

## REQUEST/CONSENT FORM FROM PREVIOUS EMPLOYER DISCLOSURE OF UNPROFESSIONAL CONDUCT

### SECTION 1: TO BE COMPLETED BY PROSPECTIVE APPLICANT

Applicant Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Social Security #: xxx-xx- \_\_\_\_\_

Pursuant to Public Act 189 of 1996, I hereby authorize previous or current employers to disclose to the Eaton RESA any unprofessional conduct by me and to provide to Eaton RESA of all documents in my personnel record maintained by my current or former employer relating to any unprofessional conduct. I release the above from any liability for providing information pursuant to this release. I also waive any written notice required under the "Bullard-Plawecki Employee Right to Know Act" as it applies to this release. It is my understanding that information received pursuant to this release shall be used by the Eaton RESA only for the purpose of evaluating my qualifications for employment in the position for which I applied. I understand that I cannot be hired until this information has been provided to the Eaton RESA.

Previous or Current Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

### Act No. 451 of Michigan Public Acts of 1976 as amended by section 1230b, May 8, 1996, requires:

- Before hiring an applicant for employment, a school district shall request the applicant for employment to sign a statement that does both of the following:
  - Authorizes the applicant's current or former employer or employers to disclose to the school district copies of all documents in the employee's personnel record maintained by the current or former employer relating to any unprofessional conduct.
  - Releases the current or former employer, and employees acting on behalf of the current or former employer, from any liability for providing information described in subdivision (a) as provided in subsection (3), and waives any written notice required under section 6 of the Bullard-Plawecki Employee Right to Know Act.
- Before hiring an applicant for employment a school district shall request at least the applicant's current employer or, if the applicant is not employed, the applicant's immediately previous employer to provide the information described in subsection 1(a) above. The request shall include a copy of the statement signed by the applicant.
- Not later than 20 business days after receiving a request under subsection (2), an employer shall provide the information requested and make available to the requesting school district copies of all documents in the employee's personnel records relating to the unprofessional conduct. An employer, or an employee acting on behalf of the employer, that discloses information under this section in good faith is immune from civil liability for the disclosure.

(8)(b) "Unprofessional conduct" means one or more acts of misconduct; one or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor. A criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct.

### SECTION 2: TO BE COMPLETED BY PREVIOUS EMPLOYER

*This information must be returned not later than 20 business days after receiving the request.*

Applicant's Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

Did any unprofessional conduct occur while employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list date and type of incident: \_\_\_\_\_

Copies of documentation enclosed? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for leaving employment: Discharged \_\_\_\_\_ Resigned \_\_\_\_\_ Other \_\_\_\_\_

Name of Official preparing this document: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Date Mailed: \_\_\_\_\_

Date Returned: \_\_\_\_\_