

**REFERENCE CHECK REQUEST
FOR UNPROFESSIONAL CONDUCT INFORMATION**

You are requested to complete this form as required under Act No. 461 of Michigan Public Acts of 1976, as Amended by Act 189 of Public Acts of 1996, Section 1230b, May 8, 1996 "Unprofessional Conduct"

The _____ is requesting copies of all documents in the employee's personnel record or any other information or documents that relate to unprofessional conduct on the part of the applicant. Your organization's expedient assistance is appreciated.

Information is requested for: _____

Attached is a copy of the release/authorization form signed by the applicant giving you authority to provide the information requested.

Applicant's Name: _____ Employment Dates: From _____ To _____
Applicant's Social Security Number: _____

Unprofessional conduct while employed: (Please check) Yes _____ No _____

If yes, please answer the following questions:

Date(s) of incident: _____

Copies of documentation enclosed: (Please check) Yes _____ No _____

Reason for leaving employment: Discharged _____ Resigned _____ Other _____

If other, please explain:

Current/Former Employer's Address:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Organization's official preparing this document:

Name: _____

Title: _____ Phone: (____) _____

Signature: _____ Date: _____

This information must be returned no later than 20 business days after receipt. Return completed form to:

Name:

School:

Address:

Phone:

For additional information, please contact _____ at (____) _____