

Graduate Assistants/Doctoral Fellows

Authorization for Release of Information for Background Checks

In an effort to provide the students, faculty and staff of Eastern Michigan University a reasonably safe and secure environment and to provide the public and fiscal sponsors reasonable protection for the financial and material assets of the University, Graduate School will conduct criminal, financial and driving background checks on candidates selected for hire. Criminal history and, depending on the position, financial history checks, will be done on new hires filling vacancies and in cases where current Eastern Michigan staff are hired into positions where employees could potentially cause loss or harm to students, staff or the public or in positions where employees could abuse the financial or material property and assets of the University. Existence of a criminal and/or financial record could result in termination or disqualification although it would not automatically do so. These are reviewed on a case-by-case basis. Questions regarding background checks can be directed to the Graduate School at (734) 487-0042.

Certification of employment information:

I certify that the answers given to the hiring authority are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in an application for employment as may be necessary in arriving at an employment decision, and release from liability all persons or employers supplying such lawful information. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge for that reason alone.

Employment is an at-will relationship:

I acknowledge that no one has made a promise of employment to me. I further understand and acknowledge that if employed, all terms and conditions of my employment at Eastern Michigan University are set forth in and limited to applicable policies of the EMU Board of Regents. Subject to these limitations, the employment relationship is of an at-will nature, which means that the employee may resign at any time and the employer may terminate the employee at any time with or without cause. It is further understood that this at-will employment relationship may not be changed unless expressly set forth in writing and approved by the Board of Regents of Eastern Michigan University or its designee(s), who shall be limited to the President of Eastern Michigan University and/or a Vice President of the institution.

By signing this I agree to a background check, and have read and understand the above information.

Print Name: _____

Signature: _____

Date: _____

FORM MUST BE RECEIVED WITHIN THE FIRST WEEK OF EMPLOYMENT!