

**Little Traverse Bay Bands of Odawa Indians**

HUMAN RESOURCES DEPARTMENT

7500 Odawa Circle

Harbor Springs, Michigan 49740

Tele: (231) 242-1555 Fax: (231) 242-1565

**RELEASE OF INFORMATION AUTHORIZATION**

In support of my application to Volunteer for Youth Activities with the Little Traverse Bay Bands of Odawa Indians (LTBB), I hereby authorize the LTBB, its employees and authorized agents to verify any information I have provided, to investigate my personal history and/or credit and financial records, employing investigative or credit agencies or bureaus of its choice subject to the provisions of the Fair Credit Reporting Act. I authorize my current and previous employers, educational institutions maintaining individual credit rating files, and government agencies or political subdivisions to give any information requested regarding my employment, character and qualifications. Any previous employer is also hereby authorized of release any and all documents which, by agreement with me, have been designated as confidential or sealed. I hereby expressly release and hold harmless any person or organization who provides information or records relating to me from any liability under state or federal privacy laws. Such release does not cover the intentional or grossly negligent supplying of false information. I hereby expressly release and hold harmless the LTBB and its agents from any and all liability under state, federal or tribal law for providing the information collected to any law enforcement schools or organizations, governmental agencies, or LTBB tribal enterprises that reasonably require such information.

I understand that reproductions of this form by any means are not considered valid. This release shall be valid for twelve (12) months immediately following the date of my signature below.

**USES AND SECURITY:** Disclosure upon request to the individual, the individual's parent agency, or to any other individual or agency shall be on a need to know basis and this background information is not for public disclosure. The results of the background check shall be kept secured in an area accessible to limited persons and locked when no one is present.

**PURPOSES:** To obtain, information for the LTBB to determine suitability to Volunteer with Youth and verify information submitted by the individual for purposes of such volunteer assignment and/or training. This information shall be used for no purposes unless such supplied information is found to be false, fraudulent or deceptive.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

Witness By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Date

\_\_\_\_\_



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**BACKGROUND INFORMATION**  
**Please Read Carefully and Thoroughly**

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Your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit:  
a) traffic fines of \$300.00 or less, b) any violation of law committed before your 16<sup>th</sup> birthday, c) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in Juvenile Court or under a Youth Offender Law, d) any conviction set aside under the Federal Youth Corrections Act or similar State law, and e) any conviction whose record was expunged under Federal or State law.

**Section 231 of the Crime Control Act of 1990, Public Law 101-647, require that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal records check will be conducted.**

1. Have you ever been arrested for or charged with a crime involving a child? **YES NO**  
If "YES", use the Additional Space section at the end of this application to provide the date, explanation of the violation, disposition of the arrest or charge, place or occurrence and the name and address of the police department or court involved.

**Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, requires a criminal records check for positions with regular contact with, or control over Indian children.**

2. Have you ever: a) been arrested for or charged with a crime involving a child, and/or; b) been found guilty of or entered a plea of nolo contendere or guilty to any offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contract or prostitution, or crimes against persons? **YES NO**  
If "YES", use the Additional Space section at the end of this application to provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.
3. During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms, or explosives violations, misdemeanors, and all other offenses). **YES NO**  
If "YES", use the Additional Space section at the end of this application to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved?
4. Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer NO) **YES NO**  
If "YES", use the Additional Space section at the end of this application to provide the date, explanation of the violation, place of occurrence, the name and address of the military authority or court involved.
5. Are you under charges for any violation of law? **YES NO**  
If "YES", use the Additional Space section at the end of this application to provide date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.
6. During the last 5 years, were you fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal, State, or Tribal employment by such respective Agency and/or Tribe. **YES NO**  
If "YES", use the Additional Space section at the end of this application to provide the date, an explanation of the problem and reason for leaving, and the employer's name and address.
7. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans). **YES NO**  
If "YES", use additional space to provide the type, length, and amount of the delinquency or default and steps that you are taking to correct the error or repay the debt.

