

AUTHORITY TO RELEASE PERSONAL INFORMATION
FOR ALL CITY OF SOUTHFIELD POSITIONS

This Authorization Form is presented to all applicants for employment with the City of Southfield. While completion of this form is voluntary, the City reserves the right to disqualify and/or refuse to process the application of anyone who refuses to sign and/or duly provide the requested Authority. You are asked to carefully read each paragraph below. In addition to your complete signature at the bottom of the form, you are instructed to initial each paragraph below to indicate that you have read, understood, and agreed to the contents of each and every authorization, release, waiver, designation, and request.

INITIAL Each Paragraph After Reading - DO NOT insert a checkmark or "x". You must initial.

_____ I hereby authorize the City of Southfield, Michigan, to conduct investigation into my background including criminal history (conviction and/or pending felony charge), driving record, previous employment (present employer will **not** be contacted without applicant's prior approval), educational background, military history, personal history, and to conduct any other investigation that it deems appropriate.

_____ I request any custodian of the aforementioned information including duly constituted law enforcement agencies or judicial officers or other appropriate persons to furnish the City of Southfield with all information it may have pertaining to me.

_____ I hereby authorize the release of any and all such records of any confidential information to any member of the Southfield Police Department and/or the City of Southfield, to be used in conjunction with my application for employment. I hereby release you and your employees and/or agents from any liability or claim for any damage whatsoever incurred by me as a result of furnishing this information. Further, I hereby waive statutory written notice for the release of disciplinary reports, letters of reprimand, or other disciplinary action; and any rights afforded me pursuant to M.C.L. 423.501, the Employee Right to Know Act.

_____ Further, in consideration of the City of Southfield considering my application for employment I hereby release, relieve and indemnify the City of Southfield, Michigan, the Southfield Police Department the Southfield City Council, the City of Southfield employees, officials, and agents from and against any and all liability and/or damages of whatsoever kind or nature arising from the use of said information and/or records pertaining to me which is obtained during such investigation

_____ This authorization shall continue until revoked by me in writing. A photocopy or reproduction or facsimile transmission of this authorization shall be for all intents and purposes as valid as the original.

_____ I acknowledge that I have read the foregoing and read and understand the content and import thereof.

SIGNATURE: _____

FULL NAME (Please Print): _____

ANY PRIOR NAME YOU MAY HAVE HAD: _____

ADDRESS: _____
(Number & Street) (City) (State) (Zip Code)

DRIVER'S LICENSE NO. _____ EXPIRES: _____ STATE ISSUED: _____

LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER: _____ XXX - XX - _____

CITY OF SOUTHFIELD

DRIVING RECORD STANDARDS

**APPLICANTS MUST POSSESS A VALID MICHIGAN DRIVER'S LICENSE
AND HAVE A GOOD DRIVING RECORD**

Basis for Disqualifications

1. Failure to possess a valid driver's license.
2. Any conviction of Negligent Homicide, or Felony related driving conviction.
3. Any conviction of the following within five (5) years of application:
 - a) Operate While Intoxicated (alcohol or drugs)
 - b) Operate While Impaired (alcohol or drugs)
 - c) Unlawful Blood Alcohol Level
 - d) Refusal to take a Chemical Test or a Preliminary Breath Test
 - e) Two (2) or more Minor In Possession of alcohol or drugs while operating a motor vehicle
 - f) Hit and Run
 - g) Reckless Driving
 - h) Driving While License Suspended or Revoked
4. Any Suspension or Revocation due to an unsatisfactory driving record, unless the record is clear of moving violations for two (2) years prior to application.
5. Any combination of three (3) suspensions for Failure to Appear in Court, or Failure to Comply with Judgment within two (2) years prior to application (separate incidents).
6. Two (2) or more At Fault accidents within two (2) years of application or alcohol related.
7. Three (3) or more Moving Violations within two (2) years prior to application, or six (6) or more Moving Violations within four (4) years prior to application.
8. Accumulation of eight (8) or more points within two (2) years prior to application; or five (5) or more current points.