

TO: Current or Former Employer  
FROM: **Kalamazoo RESA, Human Resources**

The Michigan Legislature has acted to place new requirements on reference checking and the disclosure of information. Effective May 8, 1996, the Michigan School Code was amended to require that before hiring an applicant for employment, a school district (public or private) must investigate whether the applicant engaged in unprofessional conduct with a current or prior employer.

It is therefore in compliance to this requirement, that Kalamazoo Regional Educational Service Agency requests the following information:

I, \_\_\_\_\_, social security number ending \_\_\_\_\_ authorize:  
(last 4 digits)

Current or Former Employer: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

to disclose to Kalamazoo RESA any unprofessional conduct by myself and to make available copies of all documents in my personnel record relating to unprofessional conduct.

I hereby release my current or former employer, and any employees acting on behalf of the current or former employer, from any liability for providing information relating to my unprofessional conduct. Furthermore, I waive my right to any written notice required by the Bullard-Plawecki Employee Right-To-Know Act.

I also understand that should I receive an offer of employment from Kalamazoo RESA, that offer is conditional until an official in the Department of Operations receives the above report.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To be completed by current or previous employer:**

**In response to the above request, I am providing the following information:**

\_\_\_\_\_ No record of any misconduct

\_\_\_\_\_ Record of misconduct  
(see attached documentation)

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Signature of Employer

**Please return to:**  
Kalamazoo RESA  
Front Desk/HR  
1819 E. Milham Ave.  
Portage, MI 49002