

**WARREN CONSOLIDATED SCHOOLS HUMAN RESOURCES DEPARTMENT  
BACKGROUND CHECK AUTHORIZATION FORM**

It is the policy of Warren Consolidated Schools to secure criminal conviction history information as mandated by Michigan state laws for **public school employees and volunteers**. **One form per year is required per volunteer.**

Background check forms must be submitted **two weeks prior to volunteering**. Volunteer coaches must complete Parts I and II only.

**PART I – PLEASE PRINT:**

Name: \_\_\_\_\_  
Last First M.I.

Maiden Name/Names previously used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Race:  White  Black  Asian/Pacific Islander  
 American Indian/Alaskan Native  Unknown/Other

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Phone Number: \_\_\_\_\_ / \_\_\_\_\_  
Home Cell

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**PART II (volunteer coaches only) - PLEASE PRINT**

I am volunteering for the following sports: \_\_\_\_\_ Level: \_\_\_\_\_

School where volunteering will take place: \_\_\_\_\_

I am volunteering in the following seasons:  Fall  Winter  Spring

**PART III (not applicable to volunteer coaches) – PLEASE PRINT**

Name of School where volunteering will take place: \_\_\_\_\_

Date of Event /Trip (if ongoing, list beginning and end dates): \_\_\_\_\_

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Please list all other children and the schools they attend.**

Student Name	Building
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

**YOU MUST ATTACH A PHOTO COPY OF YOUR DRIVER'S LICENSE OR STATE ID CARD.**

I understand that as a volunteer for Warren Consolidated Schools, I will receive no remuneration whatsoever on behalf of the school district for my volunteered time. Furthermore, I am aware that I must follow all of the rules, regulations, and procedures of the District and that I may be required to view online videos pertaining to these rules and regulations.

**I have viewed the following online videos as required by the District (see the GCN Training Instruction Sheet):**


- Concussion In Schools  FERPA  Bloodborne Pathogens  Sexual Harassment  
(All volunteers) (All volunteers) (Coaches only) (Coaches only)
- I have previously viewed the online videos that are listed above.

I understand that the above information is required by the Central Records division of the Michigan State Police, Lansing, Michigan. I authorize Warren Consolidated Schools to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**


Please be sure to have your speakers turned on.  
TYPE **www.gcntraining.com** into your browser's address bar and **Press Enter**

CLICKING  will take you to the **PRE-LOGIN CHECKLIST**  
(ROLLOVER [why?](#) next to the icon to learn what the icons mean).

If you have **not** created an account with GCN,  
select: *I have NOT yet created an account*  
**Press Next >>**


If you have already created an account with GCN,  
select: *I already have an account*  
**Press Next >>**

Enter your Organization ID:




**Press Submit**

Enter your Preferred Personal ID



**Press Submit**

Enter your Personal ID




**Press Submit**

Complete the Personal Information.  
(\* indicates Required Fields)  
**Press Submit**

If you've forgotten your PID,  
Press [I Don't Know My Personal ID](#)

**The Welcome Page**

Bloodborne Pathogens


0% Completed 

[details](#)

The tutorials available to you are listed to the left.  
Choose a tutorial by pressing **VIEW**

**Verify** your information. Press  or  (if available)

The tutorial will begin with an Instructions slide that will explain the many buttons on this page.

Once the  Next button appears you may move on to the next slide.

After you complete a tutorial, return to the **Main Menu** to Print your Certificate of Completion\*  
\*SAVE SOME PAPER -- Wait until you complete the last of your tutorials before printing your Certificate. They're all printed on a single page.