JOB APPLICATION SUPPLEMENT FOR FINALISTS:
CONVICTIONS AND/OR PENDING CRIMINAL CHARGES

CONFIDENTIAL

NOTE TO FINALISTS: The University conducts criminal background checks for all new hires. A criminal conviction or pending criminal charge may be a factor in the hiring decision.

The information requested below is required to conduct a criminal history background check. Discrimination on the basis of age, gender, race or any other protected class status under federal or state law is prohibited by University policy.

A record of conviction and/or pending criminal charges is not an absolute bar to employment. Such information will be considered only if there is a substantial relationship between the circumstances of the conviction and/or pending charge and the position being applied for. Your completion of this form is part of your application process. You must fill out the form accurately and completely, disclosing all convictions and/or pending criminal charges for any felony or misdemeanor. Applicants who fail to timely complete and return the form will not be further considered for employment. An applicant's failure to accurately and completely disclose his or her criminal conviction history may be grounds for removal from further consideration for a position.

Please print (for identification purposes only):

Name: _____
First Middle Last

Other Names You Have Used:

_____

Current Address:

_____
Street City State Zip

Previous Addresses (most recent*)

_____
Street City State Zip

(*Only if you have not lived at your current address for seven years).

Phone Number: _____ Email: _____

Social Security Number_____ Date of Birth: _____
Month/Day/Year

Gender: (Circle one) Female Male

Have you ever been convicted of a felony or misdemeanor? Note: Failure to disclose a conviction for any crime (meaning a felony or misdemeanor) may be considered an intentional omission.

Yes_____ No_____ If yes, indicate below:

1. Nature of the Offense: _____

_____

_____

Date of Conviction: _____

Name and Location of the Court: _____

2. Nature of the Offense: _____

_____

_____

Date of Conviction: _____

Name and Location of the Court: _____

3. Do you have any criminal charges pending against you? Yes_____ No_____

If yes, please indicate the nature of the charges: _____

_____

_____

Name and Location of the Court of Jurisdiction: _____

_____

Additional Information: _____

_____

Attach additional sheets if necessary.

I agree that the University may conduct a criminal history background check. To the best of my knowledge, the information provided on this form is true and complete. I understand that falsification or omission of information constitutes grounds for not hiring me or for dismissal.

_____ _____

Signature Date