

Return completed form to the Human Resources Office, Old Main 201.



Student Employees:

Please list your hiring department or supervisor:

Your job title:

**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