

CRIMINAL CONVICTION HISTORY DISCLOSURE

Name: _____ Job Offer Date: _____
Position: _____ Department: _____

I acknowledge that I have been offered employment by **(company)** and that this job offer is conditional based on my criminal conviction history. I **do** ____ / **do not** ____ consent to an inquiry into my criminal history information. (Failure to consent results in disqualification from the position.)

If I do consent: I will answer the following questions about my criminal history truthfully. I understand that I do not need to disclose: any convictions that are sealed, dismissed, expunged or removed by statute; any information regarding an arrest that did not result in a conviction; information about referral to pre-trial or post-trial diversion programs; juvenile records; or non-felony marijuana convictions that are more than two years old.

Have you ever been convicted of (or plead guilty to) a crime? Yes ____ No ____

Have you ever been convicted of a felony? Yes ____ No ____

Please list the convictions:

You may VOLUNTARILY provide evidence of rehabilitation and/or mitigating circumstances below or as an attachment. This is NOT required. You will also have an opportunity to voluntarily submit such information in the event we make a preliminary decision to disqualify you from the position based on criminal history.

For more information, I can be reached at:

(Address)

(Home Phone)

(City, State, Zip)

(Cell Phone)

(E-mail Address)

(Preferred Method of Contact)

Employee's Signature

Date (Month/Day/Year)

Authorized Signature

Date Received (Month/Day/Year)

Distribution: Original to Employee's Confidential File, Copy to Employee