



JOB APPLICATION SUPPLEMENT CONVICTION AND/OR PENDING CRIMINAL CHARGES

CONFIDENTIAL

NOTE TO APPLICANTS: 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. An actual check of conviction records and/or pending criminal charges will be conducted only if you are a finalist for the position.

The information requested below is required to conduct a criminal history background check and will not be used for any other purpose. Discrimination on the basis of age, gender, race or any other protected class status 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. Applicants must fill out the form accurately and completely, to the best of their knowledge, disclosing all convictions and/or pending criminal charges for any felony or misdemeanor. Applicants who fail to complete and return the form in a timely fashion 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 type or print clearly (for identification purposes only):

First Name

Middle Name

Last Name

Other Names You Have Used:

Current Phone Number:

Current E-mail Address:

Current Address:

Street

Apt #

City

State

Zip

List any other previous addresses from the past 3 years, beginning with the most recent: (Attach additional sheets if necessary)

Street

Apt #

City

State

Zip

Street

Apt #

City

State

Zip

Street

Apt #

City

State

Zip

Date of Birth (Month/Day/Year):

Social Security Number (SSN):

Driver's License/ID Number:

State of Issue:

License/ID City:

License/ID Zip Code:

Gender: (Check One)

Female Male

1. Have you ever been convicted of a felony, misdemeanor, or ordinance violation (including receipt of a fine) other than for non-moving traffic violations? Note: Failure to disclose a conviction (meaning a felony, misdemeanor, or ordinance violation including payment of a fine) other than non-moving violations may be considered an intentional omission. (Check one)

Yes No If yes, indicate below:

Nature of the Offense:

Date of Conviction: Name and Location of the Court:

Nature of the Offense:

Date of Conviction: Name and Location of the Court:

Attach additional sheets if necessary.

2. Do you have any charges (felony, misdemeanor, or ordinance violation other than non-moving traffic violations) pending against you? (Check one)

Yes No If yes, please indicate the nature of the charges:

Name and Location of the Court or Jurisdiction:

Attach additional sheets if necessary.

3. 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 I must print and return this form via fax to 262-472-5668 or in person to Office of Human Resources & Diversity, Hyer Hall 330, 800 W. Main St., Whitewater, WI 53190 as soon as possible to avoid any potential delay in my employment start date.

Signature: Date:

Complete the following (if known):

Your Department: Your Title:

Your Supervisor:

For Office Use Only

Faculty/Academic Staff Classified Permanent Classified Project LTE Org Code:
 Supervisor Notified Chargeback Logged