



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.

UW-Whitewater requires employees to report any criminal arrests, charges, or convictions (excluding traffic offenses punishable only by fine) to Human Resources or University Police Services within twenty-four (24) hours or at the earliest possible opportunity. Failure to make the required report may constitute a violation and may result in disciplinary action, up to and including dismissal.

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.

1. Have you ever been convicted of a felony, misdemeanor, or ordinance violation (excluding traffic offenses punishable only by fine)? Note: Failure to disclose a conviction (meaning a felony, misdemeanor, or ordinance violation including payment of a fine) other than traffic 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:

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Attach additional sheets if necessary.

2. Do you have any charges (felony, misdemeanor, or ordinance violation other than traffic violations punishable only by fine) 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 via fax to 262-472-5668 or in person to Office of Human Resources, Hyer Hall 330, 800 W. Main Whitewater, WI 53190 as soon as possible to avoid any potential delay in my employment start date.

Signature: Date:

Complete the following:

Your Department: Your Title:

Your Supervisor: