

UW-Stout Background Check Authorization Form

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

CONFIDENTIAL

Department Use Only:

Requested By: _____

Employee Type: _____

Account #: _____

Projected Start Date: _____

AA/PIN # (Unclassified Only) _____

Applicant: Please complete this form and place it in a sealed envelope to be delivered to Human Resources.

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 complete the form or who provide false or incomplete information will not be further considered for employment.

Please print (for identification purposes only):

POSITION APPLYING FOR: _____ DEPARTMENT: _____

HAVE YOU WORKED FOR THE UW SYSTEM WITHIN THE LAST 12 MONTHS? YES () NO ()

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED (Including Last Names): _____

CURRENT ADDRESS:

Street City State Zip

PREVIOUS ADDRESS (most recent*)

Street City State Zip

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

DATE OF BIRTH: _____
Month/Day/Year

SOCIAL SECURITY NUMBER: _____

DRIVER'S LICENSE NO. AND STATE OF ISSUE: _____
(Note: Driving record may be checked if relevant to the position)

GENDER: (Circle one) Female Male

Please complete page 2 on other side.

Have you ever been convicted of a felony or misdemeanor? Note: Failure to disclose a conviction for any crime (meaning a felony or misdemeanor) will 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:

Attach additional sheets if necessary

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 or 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