



Self-disclosure of Criminal Convictions

Reporting Form

Submit this form to the Office of Human Resources (OHR) at 1179 University Dr, Suite 1014, Newark, OH 43055, or via fax to (740) 364-9566, or via e-mail to ralston.87@mail.cotc.edu.

A background check also may be conducted by the college in accordance with the *Fair Credit Reporting Act*.

Complete the following information and return this form to the Office of Human Resources.

College employees must disclose criminal convictions. Employees who fail to disclose all criminal convictions or fail to provide accurate details regarding criminal convictions, or fail to cooperate in the background check process may be subject to corrective action up to and including termination.

Last name First name Middle name

Department Daytime phone # E-mail

I have been convicted of, or pleaded guilty to or no contest to, or am the subject of a finding of guilt by a judge or jury for the following crime(s):

Felony: _____

Misdemeanor (includes DUI/OVI): _____

Conviction Conviction type Conviction date (mm/dd/yyyy)

County City State

Description of charges and convictions –provide details of all offenses including nature, circumstances, and dates. Attach additional sheets if necessary. If you have a copy of the criminal record, please attach it. A conviction is not necessarily a bar to continued involvement with the university.

Employee signature Date

This Section to be Completed by the Office of Human Resources

Date of disclosure: _____

Date of referral to OHR: _____

Background check completed: _____

Evaluation completed: _____

Action steps: _____

_____ _____ _____

Individual notified: No action necessary. Individual will continue involvement with the college under agreement.

Individual must be removed or terminated from continued involvement with the college.

Director, Human Resources Signature Date