

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

Museum of Natural History
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Acct 604500

CONFIDENTIAL

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):

NAME: _____
 First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT ADDRESS: _____

PREVIOUS ADDRESS(ES) (Only if you have not lived at your current address for seven years)

DATE OF BIRTH (month/day/year): _____ **GENDER:** _____ Female _____ Male

SOCIAL SECURITY NUMBER: _____

DRIVER'S LICENSE NUMBER: _____ **STATE OF ISSUE:** _____
(Note: Driving record may be checked if relevant to the position)

Have you ever been convicted of a felony or misdemeanor? _____ YES _____ NO

NOTE: Failure to disclose a conviction for any crime (felony or misdemeanor) will be considered an intentional omission.

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: _____

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**