 Arrest and Conviction Self-Disclosure Form

**INSTRUCTIONS**

In compliance with Ohio University Policies and Procedures, all current faculty, administrators, classified and bargaining unit staff, graduate assistants, student employees, volunteers, employees provided by third-party staffing vendors, and those working in activities and programs with minor participants, have a continuing obligation to self-disclose any and all criminal arrests and convictions. ***Individuals disclosing a criminal arrest or conviction shall complete this form and deliver to University Human Resources, c/o Chief Human Resources, located in Grosvenor Hall 324, Athens, Ohio within three (3) business days of the arrest or conviction.***

For the purposes of this policy, crimes compelling arrest and conviction disclosure include felony and misdemeanor violations of local and state law of this or any other state or law of the United States where time in jail is a possible penalty. For the purpose of this policy, a minor traffic offense is not a crime requiring disclosure. Should an individual be unsure of the applicability of the arrest or conviction, it is the responsibility of the individual to disclose the information to University Human Resources for further review.

A disclosed criminal arrest or conviction does not automatically disqualify an individual from continued employment with Ohio University. A thorough review of the record will be performed and any action taken will be in accordance with applicable Ohio University Policies and Procedures, collective bargaining agreements and state and federal laws.

Failure to disclose criminal arrests or convictions may result in disciplinary action up to and including termination.

**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARREST / CONVICTION INFORMATION**

By checking this box, I state that I have been arrested for or convicted of a criminal offense, more fully detailed below:

Felony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(List Offenses)

Misdemeanor (including DUI/OVI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(List Offenses)

Date of Arrest/Conviction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Court: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional details of charges and/or convictions including nature and circumstances of events: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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