



Policy 4.15 Self-Disclosure of Criminal Convictions Form

Section I: Instructions

Submit this form to the college/VP unit senior human resource professional (SHRP) or the Office of Human Resources (OHR) employment law & compliance manager at 1590 N. High St., Suite 300, Columbus, OH 43201-2190; or via fax to (614) 292-6199.

A background check will also be conducted by the university.

Section II: Personal Information

Complete the following information and return to the college/VP unit SHRP or the OHR employment law & compliance manager.

Policy 4.15 – Self-Disclosure of Criminal Convictions and Background Check requires that current faculty, staff, graduate associates, student employees, appointees, and volunteers self-disclose post-employment criminal convictions within three business days of the conviction. Disclosure is required whether the crime occurred in Ohio or other locations. The disclosure must be made to the college/VP unit SHRP or to the OHR employment law & compliance manager.

_____	_____	_____
Last name	First name	Middle name
_____	_____	_____
Unit name	Daytime phone #	E-mail

Section III: Conviction Information

I have been convicted of, or pled 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 DUIs): _____

_____	_____	_____
Charge	Charge type	Charge 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 employment.

_____	_____
Employee signature	Date

This Section to be Completed by the College/VP Unit SHRP or the Employment Law & Compliance Manager

Date of disclosure: _____

Date of referral to OHR or vice-versa: _____

Background check completed: _____

Evaluation completed: _____

Action steps: _____

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- Employee notified:
- No action necessary.
 - Employee will continue employment with agreement.
 - Employee must be terminated and will not be eligible for re-hire.

_____	_____
College/VP unit human resource professional signature	Date
_____	_____
Employment law & compliance manager signature	Date