

**Early Childhood Education and Care (ECEC)
EMPLOYMENT INFORMATION VERIFICATION**

Some states have time limits and substantive limitations on general criminal history questions. Before using this form, have it reviewed by Employment Legal Counsel. Modify this form to meet state-law requirements. Questions regarding offenses against vulnerable populations may be asked with no time limitation.

EMPLOYMENT INFORMATION VERIFICATION

The _____ Conference conducts background checks to protect our employees, customers, children, and visitors from operational problems and injuries and to ensure a safe working environment.

Name (please print)

Street address

City

State

Zip

Date of Birth

Social Security Number

This verification form asks you about your criminal history. These questions DO NOT apply to criminal offenses that are sealed, expunged, or annulled. Answer these questions without disclosing any sealed, expunged, or annulled criminal history records.

There is no time limit to the questions regarding criminal history. Unless a time limit is stated in a question, provide information on ALL convictions, pleas and alternative sentencing or disposition programs that have occurred during your lifetime. Records of offenses by minors (under age 18) are not automatically sealed and should be disclosed, except where non-disclosure is required under state law.

You should disclose any criminal offense that may appear on your record, even if you are uncertain of the exact date or how a criminal offense was classified (except where prohibited by state law). Give the approximate date, your understanding of the criminal offense, and note that you are unsure of any more specific information.

Have you ever pled guilty to any criminal offense (misdemeanor or felony)? Yes No

Have you ever pled nolo contendere (no contest) to any criminal offense (misdemeanor or felony)? Yes No

Have you ever been convicted of any criminal offense (misdemeanor or felony)? Yes No

If you answered yes to any of these questions, provide complete information on all criminal offense(s), date(s), location(s) (city/county and state) and disposition.

(use additional sheets if necessary)

Have you ever served or participated in any form of alternative sentencing or disposition program (for example: probation, pretrial diversion, or deferred adjudication) for any criminal offense(s)? Yes No

If you answered yes, please disclose any form of alternative sentencing or disposition program location (city/county and state), date(s), criminal offense(s) and outcome(s).

(use additional sheets if necessary)

Have you ever pled guilty to, pled nolo contendere to, or been convicted of any criminal offense against a member of a vulnerable population (children, the elderly, or the disabled)? Yes No

If you answered yes, please disclose any form of alternative sentencing or disposition program location (city/county and state), date(s), criminal offense(s) and outcome(s).

(use additional sheets if necessary)

Conviction of a crime is not an automatic bar to employment with the Conference except where state law prohibits employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.

I certify that the information on this form is true and complete. I understand that false, misleading, incomplete, or omitted information on this form or in other employment documents will make me ineligible for employment or subject to discharge from employment, whenever discovered.

I understand that this document is not an offer of employment or a contract between the Conference, any local church or school, and me. I understand and acknowledge that my status, if I am hired, will be that of an at-will employee, which means that I may resign at any time and the Employer may discharge me at any time with or without cause. I understand that no unauthorized representative may enter into any agreement for employment or make any agreement contrary to the foregoing.

I authorize investigation of all statements contained in this form and my application for employment as may be necessary in making employment decisions, and for obtaining criminal background check information. If hired, I understand that criminal background checks may be done periodically during my employment, and I authorize such checks. I agree that my prior employer(s) and current employer may be contacted for the purpose of investigating my background, and I understand that information regarding my prior and current employment(s) may be used in considering my employment status.

Applicant's Signature

Date