

WESTBY AREA SCHOOL DISTRICT
DISCLOSURE OF PENDING CRIMINAL CHARGES
AND CONVICTION RECORD

Name:

Last	First	Middle Name	Race
------	-------	-------------	------

Maiden Name/Former Names Used:

1) _____ 2) _____
Name When used Name When used

Social Security #: _____ Birthdate _____

Current Address:

Street	City	State/ZIP
--------	------	-----------

Former Address(es) Over Past 3 Years:

Street	City	State/ZIP
--------	------	-----------

Street	City	State/ZIP
--------	------	-----------

Phone: _____
Home # Cell #

Have you lived or worked out-of-state within the last seven years? No Yes If YES, list the states and years. _____

Have you ever been convicted of a felony, misdemeanor or other offense or are criminal charges pending against you?

No Yes If YES, complete the information on the back of this page.

I understand and agree that:

- The Westby Area School District will conduct a criminal background investigation.
- All information given by me in this disclosure is true and correct without omissions of any kind.
- The district shall not be held liable in any respect if my employment status is terminated because of misrepresentation(s), false answer(s), false statement(s), or omissions made by me in this disclosure statement. Any misrepresentation(s), false answer(s), false statement(s), or omission(s) made by me in this disclosure, no matter when discovered and regardless of materiality, may be grounds for rejection of my employment application or termination of my employment status.

- I will supplement this form by reporting any convictions or pending criminal charges that occur after this form is completed until I am hired.

Signed: _____

Date: _____

Applicants also must supplement this form by reporting any convictions or pending criminal charges that occur after this form is completed until the applicant is hired.

Pending criminal charges or a record of conviction are not an absolute bar to becoming an employee. These will only be considered if the offenses are substantially related to the circumstances of the position for which you have applied. However, any misrepresentation(s), false answer(s), false statement(s), or omission(s) by you on this disclosure, or on any supplement, may be grounds for severance of your employment with the District.

*"Conviction" or "record of conviction" include, but are not limited to, facts/information indicating that an individual has been convicted of any felony, misdemeanor or other offense, has been adjudicated delinquent, has been less than honorably discharged, or has been placed on probation, fined, imprisoned, placed on extended supervision or paroled pursuant to any law enforcement or military authority.

**You are not to provide information about arrests which did not lead to pending criminal charges or a conviction.

1. Conviction/Pending Charge	Date of Conviction	Court of Conviction
------------------------------	--------------------	---------------------

City	State	Amount of Fine	Length of Jail Term
------	-------	----------------	---------------------

Remarks:	Length and Terms of Probation
----------	-------------------------------

2. Conviction/Pending Charge	Date of Conviction	Court of Conviction
------------------------------	--------------------	---------------------

City	State	Amount of Fine	Length of Jail Term
------	-------	----------------	---------------------

Remarks	Length and Terms of Probation
---------	-------------------------------

This school district is an equal opportunity employer and does not discriminate against applicants on the basis of sex, color, ancestry, disability, marital status, race, creed, religion, age, arrest or conviction record, national origin, pregnancy, sexual orientation, military service, or use or nonuse of lawful products off the school district's premises during nonworking hours.

Revised: July 2009