

## Clackamas County Criminal Conviction Disclosure Form - Applicant

Name on Employment Application: \_\_\_\_\_ Applicant Identification Number: \_\_\_\_\_

Job Posting Title: \_\_\_\_\_  
 (this form must be completed each time an application for employment is made with Clackamas County)

**Disclosure of Conviction Record:** List all convictions for criminal offenses incurred as an adult (other than minor traffic violations) regardless of how long ago. Include military convictions.

Date of Conviction Estimate date if not known	Criminal Offense	Location (City, State)

<b>Explain the circumstances of any conviction listed above (attach additional pages if necessary).</b>

**Important:** This form is required of any applicant for employment with a criminal conviction. Disclosure must be made on application for employment and through completion of this form prior to the job posting close date. Disclose all history of convictions. This includes all felonies and misdemeanors. If you fail to list any part of your conviction history, including but not limited to omission, intentional falsification or any failure to disclose for any reason, your application for employment may be disqualified. If you gain employment and it is later found that you failed to disclose a criminal conviction for any reason as part of making application for employment, your employment may be terminated at any time.

Serious traffic offenses such as "Reckless Driving," "Driving Under the Influence of Intoxicants" (DUII), "Criminal Driving While Suspended," "Failing to Perform the Duties of a Driver" or Attempting to Elude a Police Officer" must be listed if it resulted in a conviction.

If you have history that you believe is "expunged" or removed from your record, but you do not have documentation that it was removed, you should list it. A conviction is not removed from your record until you complete the formal process to have it removed.

Convictions are evaluated for each position and the existence of a criminal conviction record is not necessarily disqualifying. The County's policy in regards to the continued employment or hiring of individuals with criminal records considers the individual, circumstances of the conviction, and the nature of the position.

Your disclosure may be verified - A Criminal History Records Check may be conducted on any applicant under consideration for employment with Clackamas County. If your disclosure of criminal convictions is incomplete or false you may be denied employment consideration.

<p><b><u>Signature and Release:</u></b>                  I certify that this information on my criminal conviction record is correct and complete. I understand that providing false or incomplete information or withholding by omission or intention pertinent information will be cause for refusing further consideration of my application and or termination of my employment with Clackamas County. I understand that this information may be verified through the use of a criminal history record check.</p> <p>Signature: _____ Date: _____</p>
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If form is not received by closing date of job posting your application will be disqualified. Return form to Clackamas County Department of Employee Services, 2051 Kaen Road, 3<sup>rd</sup> Floor, Oregon City, OR 97045 or Fax completed form to: 503-742-5468.