

Disclosure of Criminal Convictions

Section I: Instructions

Submit this form to the Director of Human Resources, Box 870126 or to the HR Administration Building, Room 1001. Upon receipt of the completed form, a background investigation may be conducted by the University.

Section II: Personal Information

Complete the following information and return to the Director of Human Resources, Box 870126. Under the guidelines of Human Resources' Pre-Employment Background Investigation policy and the University's Drug-Free Workplace policy, current faculty and staff are required to self-disclose post-employment criminal convictions, including drug and alcohol convictions. Convictions must be disclosed **within five days of the conviction**. Disclosure is required whether the crime(s) occurred in Alabama or other locations. The disclosure must be made to the Director of Human Resources.

Last name	First name	Middle name
Department 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 continued employment.

Employee signature	Date
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This section to be completed by the Director of Human Resources:

Date of disclosure: _____

Background investigation completed: _____

Evaluation completed: _____

Action steps: _____

Employee notified: No action necessary. Employee will continue employment with agreement.

Employee must be terminated and will not be eligible for re-hire.

Director of Human Resources/Designee	Date
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Associate Vice President/Designee	Date
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Director of Office of Research Compliance/Designee	Date
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