

AGP Policy 99.300.05

Criminal History Disclosure Form

Purpose: The Criminal History Verification is to assist the Oregon Military Department (OMD) in making an informed decision about Subject Individual qualifications. In assessing the pertinence of a conviction record, the OMD will consider such factors as the nature of the crime, when and where it occurred, and the duties of the position for which the application is made.

Disclose all criminal history: You must accurately and completely disclose ALL criminal history. This includes ALL felonies, misdemeanors, probation violations and failures to appear. Serious traffic offenses, such as "Reckless Driving," "Driving Under the Influence of Intoxicants," and "Driving While Suspended" MUST be listed. "Failure to Appear," even for a minor traffic violation MUST be listed. If you are not sure if something should be listed, you should list it. Include the approximate date and location of each arrest and conviction. If you have history that you believe is "expunged" or removed from your record, or a crime for which you have been pardoned but you do not have documentation that is removed you should list it. A crime is not removed from your record until you complete the formal process to have it removed. Minor traffic violations such as parking tickets do not need to be disclosed but violations such as a speeding violations or running a stop light should be listed. **Falsely responding to any of the questions listed below or omitting relevant information, may constitute a basis for disqualification of your application or termination of your employment.**

1. Please list all citations, arrests, or convictions of crimes you have had.

_____ _____ _____ (You may use additional paper if needed to attach to your response.)

2. If you were convicted, please complete the following:

Crime: _____ State crime was committed: _____ Details: _____ _____ (You may use additional paper if needed to attach to your response.)

3. Have you lived outside the State of Oregon any time in the last three (3) years prior to today's date?

YES NO

a. If yes, are you including a copy your driving record for evaluation?

YES NO

b. If yes, do you understand that you will have to submit your fingerprints for evaluation to continue the background check process?

Yes, I understand and am willing to submit my fingerprints.

No, I am not willing to submit my fingerprints.

Certification and Signature: I understand that any oral or written statement that is false, fraudulent or misleading that is contained in this form, or made in the course of any related employment process, whether made by me or by others at my request, may result in rejection of my application, denial of employment or dismissal if discovered after employment, and/or prosecution for a crime.