**

Office of Equity and Inclusion

**Children and Vulnerable Adults Annual Self Disclosure of Criminal Convictions**

**Name** (Last, First MI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Program/Activity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Daytime Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be completed by any individual involved in a Creighton University-sponsored program and any individual involved in programs held at the University that are intended for children (Minors under the age of 19) or vulnerable adults (adults with a substantial functional or mental impairment).

Any conviction or pending charges that have occurred since the individual’s previous criminal background check must be disclosed below. Completed forms are to be submitted to The Office of Equity and Inclusion. Failure to disclose a conviction or pending charges may result in corrective action up to and including termination for Creighton employees, referral to the Center for Student Integrity for students, or denial of program/activity participation for Non-University organizations. Further, throughout the duration of the program intended for children or vulnerable adults, individuals must report to The Office of Equity and Inclusion any subsequent convictions or pending charges within 1 working day.

If a criminal background check reveals adverse information or unfavorable results, the University will conduct an individualized assessment using criteria designed to identify potential risk to children and vulnerable adults. A prior conviction shall not automatically disqualify a person from participating in a program or activity. The results of background checks conducted under this policy will be used only for the purposes of this policy, except that Creighton University reserves the right to take appropriate action with respect to employees and/or volunteers who may have falsified or failed to disclose convictions that could disqualify them from employment that were revealed as a result of the background check, including and up to immediate termination.

A conviction of a felony or misdemeanor, ***by itself***, does ***not*** disqualify an individual from participating in a non-sponsored event. However, consideration should be given to:

* crimes against people
* the number of convictions;
* the nature, seriousness and date(s) of occurrence of the violation(s);
* rehabilitation;
* relevance of crime committed in relation to position;
* state or federal requirements related to the position; and
* other evidence demonstrating an ability to perform the job competently and free from posing a threat to the health and safety of others.

A decision not to permit an individual to participate in a program or activity covered by this policy based on the results of a background check will be made by Human Resources after consultation with the Office of Equity and Inclusion, the Office of the General Counsel, or others as needed.

□ **Report of Conviction**

I report that I have been convicted of or have charges pending for the following crime(s):

Felony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Misdemeanor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charge Charge type Charge Date (mm/dd/yyyy)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County City State

Description of charges and convictions- provide details of all offenses including nature, circumstances, the sentence given for the conviction and dates. Attach additional sheets if necessary.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A background check will be conducted.

□ **Statement of No Reportable Conviction**

I attest that I have not been convicted of a crime or have charges pending since the date of my last criminal background check for employment/volunteering.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Use Only**

Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_