

Criminal History / Conviction Record

Your responses will not disqualify you from employment, but failure to disclose will automatically disqualify you from employment, including termination if hired. Submit this form alongside your employment application.

The information sought on this form will be used solely for the purpose of assisting the City of Elgin in conducting a criminal history check. Your criminal record, the nature, seriousness, number of offenses, length of time since offenses, your work record with other employers after the offenses, and the nature of the position shall be considered. More information may be necessary to complete any background screening and failure to provide such information upon request will disqualify you from further consideration for employment.

Have you ever been convicted, plead guilty, no contest, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanor or felony), in any court other than Juvenile Court?

☐ Yes ☐ No **If Yes, fully complete sections below:**

Full Name: _____

Social Security #: _____

Date of Birth: _____

Other name(s) used: _____

Criminal Offense: _____

Date: _____

City: _____

State: _____

Explain: _____

Driver's License (or state ID): _____ Issuing State: _____ Exp. Date: _____

Sentence

Probation, deferred adjudication or other form of pre-trial diversion? ☐ Yes ☐ No

Jail? ☐ Yes ☐ No

Fine? ☐ Yes ☐ No

Other? ☐ Yes ☐ No

If **Other**, explain: _____

Reporting Requirements

Are you currently on probation/parole? ☐ Yes ☐ No

If Yes, Parole/Probation Officer- Name: _____

Address: _____

Phone: _____

Parole/Probation ending date: _____

Additional Information

Applicant Signature: _____ **Date:** _____