

**Illinois Department of Central Management Services
Self-Disclosure of Criminal History**

Use of this form is only permitted once an applicant has been deemed eligible and is being considered for a specific position.

Per Administrative Order #1, 2013, it is the policy of the State of Illinois to not base employment decisions on the criminal history of an applicant for state employment unless:

Federal or state law prohibits hiring an individual with certain criminal convictions for the position that applicant is seeking; OR

The applicant has been convicted of an infraction that is reasonably related to the position sought, and denial of employment based on that criminal history is consistent with business necessity and the State's duty to serve and protect its citizens.

An agency, board or commission may only consider current convictions and may not consider arrests. However, an agency, board or commission may consider information which indicates that the candidate actually engaged in the conduct for which he/she was arrested. Nevertheless, convictions which have been subsequently pardoned, expunged, or sealed, unless otherwise permitted by law, may not be considered.

Any voluntarily disclosed prior criminal history shall not be considered during the interview process and is only subject to consideration at a separate point in the hiring process. The review process shall only exclude a candidate relative to his/her criminal history where it is determined that exclusion is job-related and consistent with business necessity, including consideration of at least the following factors:

1. The nature and gravity of the offense;
2. The time that has elapsed since the conviction and/or completion of sentence; and
3. The nature of the job being sought.

Providing this Self-Disclosure of Criminal History information may be required in accordance with the hiring agency, board or commission's policies and procedures regarding employment within that agency, board or commission. In these instances, failure to complete the self-disclosure or adequately disclose criminal history as described above on the Self-Disclosure of Criminal History information form may disqualify an applicant from further employment consideration.

Applicant Certification:

I have read and understand the contents of and conditions of use for information provided on this Self-Disclosure of Criminal History form. I certify that the information provided by me on this release is true and accurate to the best of my knowledge and understand that misrepresentation of this material may be grounds for ineligibility for or termination of employment.

Witness Signature

Date

Applicant Signature

Date

COMPLETE AND SIGN BOTH SIDES OF THIS FORM

**Illinois Department of Central Management
Services Self-Disclosure of Criminal History**
(continued)

Print Name (include full name **and** maiden name)

Print any other names by which you have been known

Signature

Date of Signature

Address

Date of Birth

City and State

Zip Code

Driver's License Number/State Issued

Have you ever been convicted of a criminal offense other than a minor traffic violation?

Yes

No

If your answer to the above question is "yes," please provide a **detailed** explanation. Include the type of offense, date of conviction, location, city and state.

Completion of a separate Authorization for Release of Criminal History information form may be required for the purpose of conducting a background check through the Illinois State Police in accordance with the Uniform Conviction Information Act.

Where the hiring agency elects to require completion of the Self-Disclosure of Criminal History form, an agency, board or commission shall refuse to consider further any candidate who refuses to complete and sign the form.

This section is to be completed by the hiring agency:

Position Title

Position Number

Date of Interview

Agency Representative Signature

COMPLETE AND SIGN BOTH SIDES OF THIS FORM