|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DEPARTMENT OF HEALTH SERVICES Division of Enterprise Services  F-80838 (07/2021) | | | | | STATE OF WISCONSIN Wis. Stat. §§ 111.31 – 111.395 | | |
| APPLICANT CONSENT FOR CRIMINAL BACKGROUND CHECK | | | | | | | |
| The position for which you are an applicant is one in which a conviction or a pending criminal charge including misdemeanors and felonies could eliminate you from further consideration, if the circumstances of such a criminal charge or conviction are found to be substantially related to the position. Therefore, applicants interviewed for this position are required to provide information about convictions and pending criminal charges. Applicants who do not complete the Applicant Consent for Criminal Background Check form will be removed from the list of potential hires for failure to complete the process. Current employees may also be required to provide information about convictions and pending criminal charges. Definitions of arrest record, criminal charge and conviction record are on page 2 of this form.  In addition to providing the information requested below, you and the employment interviewer may be discussing the facts and circumstances of any pending criminal charge or conviction to determine its relationship to the duties and responsibilities of the position.  Personally identifiable information on this form will be used to obtain relevant data as noted under the provisions of Wis. Stat. §§ 111.31‑111.395. Providing your Social Security number is required; however, be sure method of transmission is secure. The information you provide on this form will be retained in a **confidential** manner.  **COMPLETE ALL ITEMS FULLY AND ACCURATELY. PRINT OR TYPE ALL INFORMATION.** | | | | | | | |
| Position for Which You Are Applying – Civil Service Title | | | | | | | |
|  | | | | | | | |
| Applicant – Legal Name (Last, First, and Middle) | | | | | | Social Security Number | |
|  | | | | | | (If submitting via DocuSign or Fax, please provide SSN. If submitting via personal email, please provide via telephone. ) | |
| Current Address: | | | | | |
|  | | | | | |
| Applicant – Other Name(s) Used (including maiden names): | | | | | | | |
|  | | | | | | | |
| Sex | Birth Date | | Race / Ethnicity (Check one) | | | | |
| (Check one)  Male  Female | (Month/Day/Year.)  Month Day Year | | White (Not Hispanic or Latino)  Black or African American (Not Hispanic or Latino)  Asian or Pacific Islander  American Indian or Alaska Native  Other | | | | |
| Do you have any criminal charges now pending? | | | Have you ever been convicted of any crime anywhere, including in federal, state, local, military, and tribal courts? | | | | |
| Yes – Arrest Date:  No | | | Yes – Conviction Date:  No | | | | |
| Name(s) and Location(s) of Court: | | | | | | | |
| Nature of the Offense(s) for pending charges or convictions. Explain incident in detail and disposition/outcome. (If necessary, attach additional pages): | | | | | | | |
| **Have you resided outside of Wisconsin in the last seven (7) years?**  Yes  No | | | | | | | |
| If **Yes**, list each state and the dates you resided there. | | | | | | | |
|  | | | | | | | |
| If **Yes**, provide your current email address: | | | | | | | |
| To the best of my knowledge, the information above is true and complete. I understand that this information will be checked either before or immediately following actual employment in the position and that any false or misleading information will result in disqualification of further employment consideration or termination of employment. I also understand that if conclusive identification of records cannot be made based on the information I am providing, I may be asked to furnish additional information, such as two fingerprints.  I authorize the employer to examine any convictions and/or pending charges that the employer determines necessary, as provided by law:  Yes  No | | | | | | | |
| **SIGNATURE** – Applicant | | | | | | Date Signed | |
|  | | | | | |  | |
| **HUMAN RESOURCES USE ONLY** | | | | | | | |
| Processed by: | | Date Processed: | | Decision:  Eligible  Not Eligible | | | Distribution: Original – HR File |

**APPLICANT CONSENT FOR CRIMINAL BACKGROUND CHECK**

**FORM TERM DEFINITIONS**

**Arrest Record**: “Includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.” S. 111.32(1), Wis. Stats.

**Conviction Record:** “Includes, but is not limited to, information indicating that an individual has been convicted of any felony, misdemeanor or other offense, has been adjudicated delinquent, has been less than honorably discharged, or has been placed on probation, fined, imprisoned, placed on extended supervision or paroled pursuant to any law enforcement or military authority.” S. 111.32(3), Wis. Stats.

**Criminal Charge:** A criminal complaint, information, or indictment filed in a state, federal, tribal or international court of law. Violations of municipal ordinances or civil actions do not need to be reported.

**What do you need to do now?**

Applicants are required to complete, sign, and return the attached form in order to remain under consideration for this position.

If required to bring to the interview, complete the form, place it in a sealed envelope, and leave it with the interview coordinator or supervisor. If required to complete at another time, complete the form and return to the requestor. Do not transmit your social security number electronically.