

For office use only: _____ Init. _____ Date: ____/____/____ _____ Init. _____ Date: ____/____/____	Background Check(s): _____ _____
---	---

Norfolk Public Schools' Personal Disclosure Form

Norfolk, Nebraska

Norfolk Public Schools is committed to the safety of students. Virtually all persons employed by us will have contact with, or access to, children. Therefore, our staff must be of the highest integrity and trustworthiness.

Please Print

Date: ____/____/____
Month Day Year

Last Name: _____ First: _____ Middle Initial: ____ Maiden: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Cell Phone (Optional): (____) _____ Work Phone: (____) _____

Applicants who fail to fully disclose information may not be considered for employment, and are subject to termination if discovered after becoming employed.

Yes	No	<i>Please check appropriate box and complete all information requested.</i>			
		A. Criminal Convictions* Have you ever been convicted of any felony, misdemeanor or infraction, other than a minor traffic violation? <i>(This includes convictions at any time - including those more than seven years old.)</i>			
		If "Yes," list all convictions <i>(Include any information you would like us to consider. Use a separate sheet of paper if more than four convictions or if more space is needed to explain.)</i>			
		Convicted of:	City/State	Year	Additional Information/Explanation
		1.			
		2.			
		3.			
		4.			
		B. Pending Criminal Charges/Pending Investigations* Is any criminal charge or investigation currently <u>pending</u> against you? If yes explain below. <i>Use a separate sheet of paper if there are more than two pending charges or if more space is needed to explain.</i>			
		Description of Charge/Investigation			City/State
		1.			
		2.			
		C. Settlement of Claims of Misconduct Have you <i>(or any employer of yours)</i> ever been involved in a settlement or agreement of any kind that involved allegations of <u>any</u> type of misconduct by you including, but not limited to sexual or criminal misconduct, or actions involving children?			
		If "Yes," explain:			
		D. Investigations of Misconduct Has any current or previous employer, or any professional practices commission, conducted any type of investigation involving any type of misconduct by you including, but not limited to, sexual or criminal misconduct, or actions involving children?			
		If "Yes," explain:			

**Criminal charges and convictions are not an automatic bar to employment and such information is used only as permitted by law.*

(Continued on back)

Yes	No	<i>Please check appropriate box and complete all information requested.</i>		
		E. CHARGES Involving Certain Offenses* <i>(Use separate sheet of paper if more space is needed to explain)</i> Have you ever been charged with any offense that involved:		
		Charge	Year	Explanation
		A sex-related offense?		
		Drugs or alcohol?		
		A weapon of any kind?		
		Violence/threat of violence?		
		Abuse or neglect?		
		Endangerment of or injury to <i>(or attempted injury to)</i> any person?		
		Child pornography?		
		Indecent exposure?		
		Any offense in which a child was a victim or witness?		
		Theft/burglary/dishonesty?		
		F. Protection/Restraining Orders Has any protection or restraining order ever been entered against you? If "Yes," explain below:		
		City/State	Year	Description of Reason Issued
		G. Actions on Licenses, Certificates, etc. Have you ever had a license or certificate terminated, revoked, suspended, or received any private or public reprimand? If "Yes," explain below:		
		Type of License/Certificate	City/State	Year
				Action Taken
		H. Abuse/Neglect Investigations Have you ever been investigated for child abuse or neglect, or abuse/neglect of any person? If, "Yes,":		
		City/State	Year	Results of Investigation

Statements <i>(Please initial for both statements)</i>	Your Initials
<i>I verify that all information I have given is true and is complete.</i>	
<i>I understand that if I have omitted, misrepresented, or failed to provide complete information on <u>any</u> question my application for employment may be rejected, or if discovered after I become employed may result in termination of my employment.</i>	

Signature of Applicant: _____ Date: ____/____/____
Month Day Year

Printed Name of Applicant: _____

**Criminal charges and convictions are not an automatic bar to employment and such information is used only as permitted by law.*