



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, and in accordance with State law, 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 substantially related to the position sought or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public and denial of employment based on that criminal history is consistent with 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 if there is:

1. A substantial relationship between one or more of the previous criminal offenses and the employment sought or held; or
2. the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

"Substantial relationship" means "consideration of whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position.

The following factors shall be considered along with other known relevant information:

1. the length of time since the conviction record
2. the number of convictions that appear on the conviction record
3. the nature and severity of the conviction and its relationship to the safety and security of others
4. the facts or circumstances surrounding the conviction
5. the age of the employee at the time of the conviction
6. evidence of rehabilitative efforts

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.



Self-Disclosure of Criminal History

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

Applicant Signature

Date

COMPLETE AND SIGN BOTH SIDES OF THIS FORM



Self-Disclosure of Criminal History

Printed Name (include full name, maiden name, and include any other names by which you have been known)

Signature

Date

Address

Date of Birth

City

State

ZIP Code

Driver's License Number

State Issued

Male Female

American Indian or Alaskan Native

Clear Gender

Asian or Pacific Islander

Black

White

Other Specify _____

Clear Race

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

Yes No

If your answer to the foregoing question is "yes," please provide a detailed statement for each said occurrence (use additional paper as necessary):

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.

To be completed by hiring agency:

Position Title

Position Number

Date of Interview

Agency Representative Signature

COMPLETE AND SIGN BOTH SIDES OF THIS FORM