

DECLARATION OF DISCLOSURE OF CRIMINAL CHARGES AND CONVICTION(S)

I, _____ *affirm/pledge/vow* that I have never been charged or convicted of any criminal act(s) whatsoever or wherever

OR

I, _____ *affirm/pledge/vow* that I have been charged and convicted of the following criminal act(s):

Date: _____ Location: _____

The act of _____

Date: _____ Location: _____

The act of _____

I, _____ further understand my obligation to disclose any future criminal act(s) charges or convictions to my immediate supervisor in writing **within 5 business days** after any charges and/or convictions. I have been made aware that any failure to disclose such charges or convictions may result in disciplinary action up to and including immediate dismissal.

Signature: Employee

Date

Signature: Coordinator

Date