

# POLICY 4.17 – Self-Disclosure of Criminal Convictions

## Section I: Instructions

Submit this form to the college/VP unit senior human resource professional (SHRP) or the Office of Human Resources (OHR) director of employee relations at 1590 N. High St., Suite 300, Columbus, OH 43201-2190; via fax to (614) 292-6199, or via email to [criminalconvictions@osu.edu](mailto:criminalconvictions@osu.edu). A background check may also be conducted by the university.

## Section II: Personal Information

Complete the following information and return to the college/VP unit SHRP or the director of employee relations.

Policy 4.17 – Self-Disclosure of Criminal Convictions requires that current faculty, staff, graduate associates, student employees, appointees, and volunteers self-disclose post-employment criminal convictions within three business days of the conviction. Disclosure is required whether the crime occurred in Ohio or other locations. The disclosure must be made to the college/VP unit SHRP or to the director of employee relations.

Last name	First name	Middle name
Unit name	Daytime phone #	E-mail

## Section III: Conviction Information

I have been convicted of, or pled guilty to or no contest to, or am the subject of a finding of guilt by a judge or jury for the following crime(s):

- Felony: \_\_\_\_\_
- Misdemeanor (includes DUI/OVI): \_\_\_\_\_

Conviction	Conviction type	Conviction date (mm/dd/yyyy)
County	City	State

Description of charges and convictions—provide details of all offenses including nature, circumstances, and dates. Attach additional sheets if necessary. If you have a copy of the criminal record, please attach it. A conviction is not necessarily a bar to employment.

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Employee signature	Date
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## This Section to be Completed by the College/VP Unit SHRP or the Director of Employee Relations

Date of disclosure: \_\_\_\_\_

Date of referral to OHR or vice-versa: \_\_\_\_\_

Background check completed: \_\_\_\_\_

Evaluation completed: \_\_\_\_\_

Action steps: \_\_\_\_\_

- \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

- Employee notified:  No action necessary.  Employee will continue employment with agreement.  
 Employee must be terminated and will not be eligible for re-hire.

College/VP unit human resource professional signature	Date
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Director of employee relations signature	Date
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