

Winthrop University

Self-Disclosure Form Regarding Pending Offense and Conviction

This form must be completed by current/prospective employees and any individuals (paid or unpaid) who are engaged by Winthrop University in any work capacity, including students and volunteers who will be in the proximity of minor children, vulnerable adults or in positions that are safety and/or security sensitive, or other similar positions for any of the following reasons:

- To provide written reporting and self-disclosure of any pending offense or conviction of a misdemeanor or felony within three (3) days after a pending offense or conviction (DUI, DWI, and Driving under Suspension are required to be reported; minor traffic citations are not required to be reported). Failure to disclose pending offense and conviction information shall be considered as non-compliance and subject to disciplinary action, up to and including termination.
- For those allowed to begin employment or service before the results of the background check have been received by Winthrop University. Employees who are conditionally hired into positions at Winthrop University before the background check results are obtained, and whose background check reveals information inconsistent with the information reported on this form, may be terminated from their position immediately upon the University's receipt of the inconsistent information from the background check vendor.
- For those rehired or reinstated after a break of one year or less of previous employment or service. Winthrop University will conduct a new background check for those who are rehired or reinstated if the break in service is more than one year.

This completed form should be submitted to the Office of Human Resources (Please print clearly).

Full Legal Name: _____ Date of Birth: _____
(Last) (First) (MI)

Any other names which you have used or by which you have been identified (include maiden name):

Winthrop CWID Number (if current employee): _____ Employing Department: _____

By checking this box, I state that I have not been convicted of any misdemeanor or felony or have no pending offenses since the completion of my most recent Winthrop University background check clearance. (Those who are rehired or reinstated and have experienced a break in service of one year or less should certify here.)

By checking this box, I understand that as a new hire at Winthrop University or as a rehire or reinstated volunteer who has experienced more than a one year break in service, a background check will be conducted. I state that I have not been convicted of any misdemeanor or felony. I understand that my hire, rehire, or reinstatement is conditional based on the results of the background check. Further, I understand that if the information received from the background check includes information which results in a determination that would deem me to be incompatible for employment in my position at Winthrop University, my employment will be terminated.

By checking this box, I report that I have been convicted of a misdemeanor or felony or have pending offenses. (Current employees and other individuals who had a background check at the time of employment or at the beginning of the representatives' relationship with Winthrop University (whether paid or unpaid) are, within three days of knowledge of a pending offense or conviction, required to notify the Office of Human Resources as required in the Winthrop University Background Check Policy.) I am specifying below the crime for which I have been convicted or offense which is pending, the date, the location of the conviction, and the applicable court.

By signing this form, I certify that the statements made on this form are true, correct, and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any pending offense or conviction of a misdemeanor or felony will subject me to disciplinary action, up to and including termination, as well as possible criminal prosecution.

Employee Signature: _____ Date: _____