

Criminal History Request

Use for current and newly hired DHS employees

301 HR

Section 1: To be completed by the Hiring Unit

(Please give instruction sheets separately so the Subject Individual can keep them.)

Name of Subject Individual: _____
(Last) (First) (M.I.)

Division/Program: DO AS SPD CAF
 AMH DMAP Public Health/PSOB

Working title of position: _____ Office location: _____
(City)

Individual is: New to DHS Current DHS employee Temp/LD Contractor Paid Intern

Requires direct contact with: Children Adolescents Adults
 Elderly Confidential client information

Requires driving to conduct state business: Yes No

Hiring Manager: _____ Phone: (____) _____

Manager's worksite: _____
(Office) (City) (District #)

Interview Coordinator: _____ Phone: (____) _____

I have verified the identity of the subject individual.

Photo ID checked: Name Date of birth Address Photo

Photo ID not available. Explain: _____

Signature of Interview Coordinator _____ Date _____

HR USE ONLY	Preliminary hire allowed: <input type="checkbox"/> Yes <input type="checkbox"/> No By: _____ Date: _____
	Date prints requested: _____ By: _____ Date to OSP: _____ <input type="checkbox"/> Residency <input type="checkbox"/> Identity <input type="checkbox"/> Disclosed out-of-state driver's license <input type="checkbox"/> Disclosed out-of-state history
	Results: <input type="checkbox"/> No potentially disqualifying history <input type="checkbox"/> Potentially disqualifying history ODL: <input type="checkbox"/> Valid <input type="checkbox"/> Suspended <input type="checkbox"/> ID only <input type="checkbox"/> None <input type="checkbox"/> Concealed handgun license
	Final fitness determination: <input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Denied <input type="checkbox"/> Closed
	Completed by: _____ Date: _____

Section 2: To be completed by the Subject Individual *(Please read instructions first.)*

Name: _____ Date of birth: _____
(Last) (First) (M.I.) (Month / Day / Year)

All other names used: _____ SSN (voluntary) or INS #: _____

Sex: Male Female Daytime or message phone: (____) _____

Street address: _____ City: _____ State: _____ Zip: _____

Driver's license number: _____ State ID card number: _____ State: _____

If additional space is needed for any of the following questions, attach additional pages.

During the last three years, have you been outside of Oregon for 60 days or more in a row? Yes No
If yes, list the locations and dates.

City / State / Country	From (Mo. / Year)	To (Mo. / Year)

Have you ever been charged, arrested and/or convicted of a crime? Yes No
If yes, list each charge, arrest and/or conviction. Give circumstances, outcome, probation requirements, etc.

Date (or estimate)	Charge, arrest or conviction	County	State	Outcome

Use this space for additional information about residency outside of Oregon or criminal history.

I have read and understand the instructions for completing this form. I understand that a criminal history and background check will be completed on me and the information may be shared with the DHS Office of Human Resources. I certify the information I have provided is correct and complete. I understand that if I provide false or incomplete information, I may be denied the position. I understand the check may be repeated during the time I hold this position.

Signature of Subject Individual

Date

Criminal History Request

Instructions for Subject Individual

301 HR

Read all the instructions before completing the form

Subject Individual. The “**subject individual**” is the person whose history is being checked. **The subject individual must complete page 2.**

Listing your social security number (SSN) is optional. If you do not provide your SSN, fingerprints may be required. If you do not have an SSN but do have an INS number, write in your INS number. The Department requests the SSN or INS number solely for the purpose of positively identifying you during the criminal history check process.

Disclose all history. You must accurately and completely disclose **all** history requested. This includes **all** felonies, misdemeanors, probation violations and failures to appear. If you fail to list any part of your history, you may be denied. Serious traffic offenses, such as Reckless Driving, Driving Under the Influence of Intoxicants (DUII) and Driving While Suspended (DWS) **must** be listed. Failure to Appear, even for a minor traffic violation, **must** be listed. If you are not sure if something should be listed, you should list it. For each arrest, charge or conviction, include the date, location and the outcome.

Violations. Minor traffic, moving and non-moving violations are **not** required to be listed.

If the Department determines that you have potentially disqualifying crimes or conditions, a weighing test will determine whether you are eligible for the position for which you are applying.

If you have any criminal history, you should provide the following information:

What happened when you were arrested and/or convicted?

What did you have to do because of the arrest or conviction? Serve probation? Pay restitution?

List any treatment, counseling program, alcohol or drug rehabilitation, education, and training.

List employment demonstrating responsible behavior.

How is your criminal history relevant to your job or position?

How has your life changed since the criminal history?

Why do you believe you are no longer a risk to vulnerable people?

Attach documentation to support the information provided.

OUTCOME

Denial. Denials may occur for some convictions, unresolved arrests, probation violations, warrants, sex offender status or false statement, after a weighing test has been conducted. If you are denied you may not hold the position or job and must be terminated immediately. This decision may be appealed.

Approved. If you have no criminal history or you are found to not be a significant risk to vulnerable persons, you will be approved. An approved fitness determination does not guarantee employment.

Restricted Approval. If you have potentially disqualifying history, you might be approved to work restricted to a client, specific work site or set of duties. This decision may be appealed.

Case Closed. If you do not cooperate with this criminal history check process, your application may be closed without a fitness determination. There are no appeal rights.

