

Criminal History Declaration Form

Purpose

Pursuant to Executive Order 03-15 "Ban the Box Hiring Policy," the State of Vermont does not request information regarding an applicant's criminal history during the initial stages of the application process, except for specifically exempted positions. However, this form will be used to obtain information about an applicant's criminal history at a later stage in the selection process.

Job Opening ID #: _____ Position #: _____

Position Title: _____

HR Administrator: _____

Email Address: _____

Fax #: _____

Mail: _____

Instructions for the Candidate

Please provide your responses to the questions below and return the completed form within _____ business day(s) to the Department of Human Resources via email, fax, or mail as specified above.

Declaration of Criminal Conviction History

Note: If you answer "Yes" to either or both of these questions, please explain in the space provided below or attach a separate sheet with this form.

In the past **five** (5) years, have you been convicted, imprisoned, placed on probation or under supervision, or fined for **any violation** of any law, including motor vehicle violations?

Yes No

In the past **fifteen** (15) years, have you been convicted of a felony?

Yes No

Explanation:

Print Candidate Name: _____

Candidate Signature: _____ Date: _____