

**CONFIDENTIAL**

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**DECLARATION FORM FOR PROSPECTIVE EMPLOYEES**

Name of Prospective Employee: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Federal and local policies mandate that the SoCoCAA Youth Services Programs require all prospective employees to sign a declaration prior to employment, which lists: **ALL PENDING AND PRIOR ARRESTS, CRIMINAL CHARGES, AND CONVICTIONS.**

The declarations may exclude:

- ~ Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law;
- ~ Any conviction for which the record has been expunged under Federal or State Law; and
- ~ Any conviction set aside under the Federal Youth Corrections Act or similar State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any offenses are not automatically disqualified from being hired. The Southern Colorado Community Action Agency, Inc. will review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

**Please provide your signature on the appropriate category below:**

I understand that my name will be submitted to the Colorado Bureau of Investigation, and/or the National Crime Information Center, for a Criminal Records Check and I also authorize SoCoCAA to obtain a Criminal Records Check from the Southern Ute Indian Tribe or appropriate Tribe (s).

I **HAVE NOT BEEN** arrested, charged and/or convicted of any crime.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OR**

I **HAVE BEEN** arrested, charged, and/or convicted of any crime.

If so, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date