

ARREST AND CONVICTION SELF-DISCLOSURE FORM

The form must be completed by Authorized Adults for the purpose of disclosing any arrest or conviction for an offense enumerated in the "Reportable Offense" list that has occurred since the individual's previous criminal background check.

Completed forms are to be submitted to the Associate Vice President of Human Resources. If an individual who is required to complete this form is unsure if his/her arrest or conviction is a reportable offense, it is that individual's responsibility to contact the Associate Vice President of Human Resources for clarification.

Failure to disclose a known arrest or conviction may result in disciplinary action up to and including termination. Further, after completing this form, individuals must report to the Associate Vice President of Human Resources any subsequent arrests or convictions within 72 hours of such arrest or conviction.

PERSONAL INFORMATION

Full legal name (printed): _____

Email Address: _____

T Number: _____

Program or Activity _____

Name of Program/Activity

Supervisor/Director _____

REPORTABLE OFFENSES

Arrests or convictions for the offenses listed below must be disclosed according to University policy.

Any felony, in any degree, either listed under Tennessee Criminal Code Title 39 (Criminal Offenses) or a similar statute in another state, United States territory, or foreign nation, including, but not limited to:

- Murder, manslaughter or homicide
- Criminal solicitation
- Conspiracy
- Assault, including domestic assault
- Reckless endangerment
- Vehicular assault
- Burglary
- Robbery
- Theft
- Receiving stolen property
- Forgery
- Issuing a bad check
- False imprisonment
- Kidnapping

- Custodial interference
- Human trafficking
- Arson
- Violation of an order of protection or restraining order
- Unlawful use of credit card
- Endangering the welfare of a child
- Any crime, either misdemeanor or felony, as described in Tennessee Code Annotated Title 39, Chapter 13, Part 5 or any other misdemeanor or felony in which a component of the offense deals with a sexual offense, including those offenses dealing with child pornography.
- Any crime, either misdemeanor or felony, dealing with the illegal possession, use, sale, distribution or trafficking of illegal drugs, narcotics, or prescription medications, as detailed in Tennessee Code Annotated Title 39, Chapter 17, Part 4.
- Any misdemeanor where the main component of the crime deals with an act of violence.
- Hate crime
- Stalking
- Unlawful carrying or possession of a weapon
- Solicitation
- Identity Theft

REPORT OF ARREST OR CONVICTION

I report I have been arrested for or convicted of an offense(s) as listed in the “Reportable Offenses” or similar offense(s). I have listed below the crime(s) for which I was arrested or convicted, the dates of the arrest or conviction, and if applicable, the sentence for the conviction.

I am am not involved with programs for minors.

Signature: _____

Date: _____