



# LARAMIE COUNTY HEAD START



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

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

- 1) All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;
- 2) Convictions related to other forms of child abuse and /or neglect; and
- 3) All convictions of violent felonies.

The declaration 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 18<sup>th</sup> 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 laws; 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 of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

I have agreed to submit this application by electronic means. By signing this application electronically typing in my full legal name, I certify that my information is correct to the best of my knowledge. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

Please provide your signature on the appropriate category below:

\*I have not been arrested, charged, and/ or convicted on one or more of the three types of offenses listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OR**\*I have been arrested, charged and/or convicted on one or more of the three types of offenses listed above.

In the event that I am called for an interview, I agree to provide information listing the offense(s), the date(s) of the arrest(s), charge(s), and/or conviction(s) and other relevant information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date