

## CRIMINAL CONVICTION SCREENING FORM-VOLUNTEER IMPORTANT – READ BEFORE COMPLETING THIS FORM

[Submit To OHR](#)

Nova Southeastern University will receive information on all records, including juvenile that have been sealed, expunged, or where adjudication was withheld. **To omit a response or to be untruthful in your response, regardless of any previous information received from an attorney, a judge, or any third party will be considered falsification and is a cause for dismissal from employment or consideration for employment**

**Name:** \_\_\_\_\_ **SS#:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

Last                      First                      Middle                      Maiden

**Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_ **Department Assignment:** \_\_\_\_\_

Once approved as a volunteer, your fingerprints will be researched by local, state and federal law enforcement agencies. Sealed or expunged records must be revealed to Nova Southeastern University (NSU) pursuant to F.S. 943.058. Your volunteer service with NSU is contingent upon the findings of the screening. The following questions must be answered truthfully. A “Yes” answer to any of the following questions does not automatically keep you from being hired. **Your omission or falsification of any criminal history, including juvenile incidents, misdemeanors and/or felony will result in your immediate termination.**

**EXAMPLES OF CRIMINAL OFFENSES: Assault/battery, auto theft, disorderly conduct, domestic violence, DUI/DWI, fraud (welfare/food stamps) loitering, prostitution/solicitation, robbery, shoplifting, theft (grand/petty), trespassing, worthless checks. NOTE: This is not a complete list and is intended to provide examples only. You must list all convictions including juvenile incidents and those in which adjudication was withheld and/or records were sealed or expunged.**

- Yes  No  1. Have you ever been convicted of a misdemeanor or felony offense other than a minor traffic violation? Driving under the influence [DUI] and driving while intoxicated [DWI] convictions are not minor and must be reported.
- Yes  No  2. Have you ever been found guilty of a criminal offense?
- Yes  No  3. Have you ever entered a nolo contendere or no contest plea in a criminal proceeding?
- Yes  No  4. Have you ever had a criminal record sealed?
- Yes  No  5. Have you ever had a criminal record expunged?
- Yes  No  6. Have you ever participated in any type of pre-trial intervention/diversion program, including but not limited to community service or probation that resulted in the charges being reduced/dismissed or not prosecuted?
- Yes  No  7. Have you ever had adjudication withheld in a criminal offense?
- Yes  No  8. Are there criminal charges currently pending against you?
- Yes  No  9. Have you ever been imprisoned or jailed in a criminal proceeding?
- Yes  No  10. Have you ever been placed on probation in a criminal proceeding?
- Yes  No  11. Have you ever paid a fine in a criminal proceeding?
- Yes  No  12. Have you ever failed to appear in court or forfeited bond in a criminal proceeding?

**IF YOU ANSWERED “YES” TO ANY QUESTIONS ABOVE, YOU MUST FULLY EXPLAIN INCIDENTS ON NEXT PAGE.**

**Teachers are required to complete questions 13-16**

Yes  No  13. Have you ever had a teaching certificate revoked or suspended? If yes, in what state and when? \_\_\_\_\_

Yes  No  14. Have you ever had sanctions placed on your teaching certificate for any reason?

Yes  No  15. Have you ever been denied a teaching certificate anywhere?

Yes  No  16. Is disciplinary action currently pending anywhere against your teaching certificate?

**IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS 1-16, YOU MUST FULLY EXPLAIN BELOW. BE SURE TO GIVE THE NAME OF THE STATE IN WHICH YOUR TEACHING CERTIFICATE WAS REVOKED, SUSPENDED, SANCTIONED, AND DENIED OR WHERE ACTION IS CURRENTLY PENDING AGAINST YOU.**

**INCIDENT #1**

County of Adjudication: \_\_\_\_\_ Date of Adjudication: \_\_\_\_\_

Agency: \_\_\_\_\_

Offense: \_\_\_\_\_

Please provide detailed explanation: \_\_\_\_\_

Final disposition: \_\_\_\_\_

**INCIDENT #2 (Attach more sheets if needed)**

County of Adjudication: \_\_\_\_\_ Date of Adjudication: \_\_\_\_\_

Agency: \_\_\_\_\_

Offense: \_\_\_\_\_

Please provide detailed explanation: \_\_\_\_\_

Final disposition: \_\_\_\_\_

By signing this document I certify that I have carefully read and fully understand each question and that all information contained herein is true and accurate. My signature further certifies that there is no falsification of any information, omission of any information requested or any misrepresentation of information requested. I also understand that my fingerprints will be submitted to the Federal Bureau of Investigation for a complete criminal history background check

By my signature, I authorize Nova Southeastern University to conduct any investigation necessary to verify all information identified on this form. My signature on this document provides for the release of any sealed or expunged records in my name by any court. Included in this grant of authority is my permission to contact any and all former employers and other persons acquainted with me or in possession of information concerning me to supply such information to the Office of Human Resources.

**By my signature, I certify that I know, understand, and agree that any false statement or omission of information requested will result in my immediate termination, with no opportunity to grieve.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date