THE PENNSYLVANIA STATE UNIVERSITY ARREST AND CONVICTION SELF-DISCLOSURE FORM

INSTRUCTIONS

This standardized form must be completed by current employees and any individuals (paid or unpaid) who are engaged by the Pennsylvania State University in any work capacity including volunteers working with minors, adjunct faculty, students, consultants, or other similar positions to provide written reporting of any arrest (charged with a misdemeanor or felony) or conviction for an offense enumerated in the attached "Reportable Offense" list within seventy-two (72) hours after an arrest (charged with a misdemeanor or felony) or conviction. In addition, if PA State Criminal History Record, PA Department of Public Welfare Child Abuse Report, and FBI criminal history report clearances are to be accepted by the University for consideration of background clearance, this form must be completed for any period of time following such clearances until the date of hire or engagement of services by Penn State.

Individuals completing this form are required to submit the form to the applicable Human Resources department of the hiring and/or engaging department. Questions regarding to whom the form should be submitted, should be referred to the individual's supervisor, program director, or other person who is hiring and/or engaging the individual's services. Should an individual be unsure about the applicability of his/her arrest or conviction as a Reportable Offense, it is the individual's responsibility to disclose the information to the appropriate Human Resources department for further review. Failure to disclose shall be considered as non-compliance, subject to disciplinary action, up to and including termination, and/or criminal prosecution, if applicable.

PERSONAL INFORMATION		
Full Legal Name:		Date of birth:
	Last First State Identification Number (if current employee)	MI
Any ot	ther names which you have used or by which you	have been identified (include maiden names):
	REPORT OF	ARREST OR CONVICTION
	By checking this box, I state that I have not been of any Reportable Offense (shown on following State background check or verification of backgr	arrested for (charged with a misdemeanor or felony) or convicted page of this document) since the completion of my most recent Penn round check clearance (PA State Criminal History Record, PA rt , and FBI criminal history report or acceptable background check
	By checking this box, I report that I have been arrested for (charged with a misdemeanor or felony) or convicted of an offense or offenses on the "Reportable Offense(s)" list included with this form. For any arrest or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the crime for which you have been arrested (charged with a misdemeanor or felony) or convicted, the date and location of arrest and/or conviction, and the applicable court.	
	complete. I understand that false statements he any arrest or conviction for a Reportable Offense termination, as well as possible criminal prosecu	w that the statements made in this form are true, correct and rein, including, without limitation, any failure to accurately report e, shall subject me to disciplinary action, up to and including tion. I agree to release and hold harmless The Pennsylvania State remation or actions associated with this information.
	Signature:	Date:

THE PENNSYLVANIA STATE UNIVERSITY ARREST AND CONVICTION SELF-DISCLOSURE FORM REPORTABLE OFFENSE LIST

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

Chapter 25 (relating to criminal homicide)

Section 2702 (relating to aggravated assault)

Section 2709.1 (relating to stalking)

Section 2901 (relating to kidnapping)

Section 2902 (relating to unlawful restraint)

Section 2910 (relating to luring a child into a motor vehicle or structure)

Section 3121 (relating to rape)

Section 3122.1 (relating to statutory sexual assault)

Section 3123 (relating to involuntary deviate sexual intercourse)

Section 3124.1 (relating to sexual assault)

Section 3124.2 (relating to institutional sexual assault)

Section 3125 (relating to aggravated indecent assault)

Section 3126 (relating to indecent assault)

Section 3127 (relating to indecent exposure)

Section 3129 (relating to sexual intercourse with animal)

Section 4302 (relating to incest)

Section 4303 (relating to concealing death of child)

Section 4304 (relating to endangering welfare of children)

Section 4305 (relating to dealing in infant children)

A felony offense under section 5902(b) (relating to prostitution and related offenses)

Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)

Section 6301(a)(1) (relating to corruption of minors)

Section 6312 (relating to sexual abuse of children)

Section 6318 (relating to unlawful contact with minor)

Section 6319 (relating to solicitation of minors to traffic drugs)

Section 6320 (relating to sexual exploitation of children)

- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States or one of its territories or possessions; or
 - · another state: or
 - · the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - · a foreign nation; or
 - under a former law of this
- (4) An offense that could potentially affect the individuals' ability to safely or effectively perform the duties of a position, in particular a sensitive/critical position (as defined in Policy HR99 Background Check Process). Offenses include but are not limited to:
 - For positions that regularly drive a University vehicle or that include driving any vehicle on University business as an essential function of the job: driving while under the influence, loss of driver's license due to traffic violations or other similar charges/convictions
 - For positions involving financial responsibilities and/or access to buildings: theft, robbery, embezzlement, arson, criminal trespass, forgery, or other similar charges/convictions, perjury, false statements, etc.
 - Based upon the position and its work responsibilities: animal cruelty, firearms/weapons violations, drug charges.