

Criminal History Verification Portland Public Schools

**Copy To:
Department:**

NEW HIRE	<input type="checkbox"/>	2283 ATTACHED	<input type="checkbox"/>
RE-HIRE	<input type="checkbox"/>	TSPC	<input type="checkbox"/>
FULL TIME	<input type="checkbox"/>	PART TIME	<input type="checkbox"/>
CONTRACTOR:		EMPLOYMENT END DATE:	
POSITION TITLE:		SCHOOL/ DEPARTMENT:	

↑ **OFFICE USE ONLY** ↑

The person whose name appears below has been conditionally offered employment, contact or assignment to a contractor with Portland Public Schools subject to a criminal background investigation, which may include a fingerprint records check. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. **The information below is required for your fingerprint card, which will be submitted to both the state and the FBI for your criminal history verification check.**

Name (Last)	(First)	(Middle)	Home Phone #	Drivers License #	Date of Birth			
Street Address			City	State	Zip			
List Previous or Other Names Used			Sex	Race	Height	Weight	Eyes	Hair
Country of Citizenship	Social Security #		Place of Birth	Are you a PPS student?				

List all previous resident addresses in the **last 10 years**. Include all school and military locations you may have resided. Attach a separate sheet if needed.

Date From	Date To	Complete Street Address	City/State	Zip
	Current			

Please complete both sides before submitting

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Warning: Falsely responding to any of the questions listed below may prohibit your employment by law. If you have any questions, be certain you ask before you submit this form. **Do not assume** that your conviction records have been **automatically** sealed, removed, or expunged. If you have any question about your record it is better to answer yes and explain on a separate sheet of paper. A positive response to the questions below does not automatically exclude you from working with Portland Public Schools. Failure to disclose fully will have an adverse affect on an employment offer.

- A. Have you **EVER** been convicted of a sex related crime? Yes No
If yes, did the conviction involve the use of force or minors? Yes No
If yes, state the charge(s), city, state, date of arrest, and date of conviction.
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- B. Have you **EVER** been convicted of a crime involving violence, threat of violence, theft, fraud, or other crimes against public or justice? Yes No
If yes, state the charge(s), city, state, date of arrest, and date of conviction.
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- C. Have you **EVER** been convicted of a crime involving drugs or alcohol? Yes No
If yes, state the charge(s), city, state, date of arrest, and date of conviction.
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- D. Have you **EVER** been arrested? (Excluding minor traffic violations) Yes No
(Arrest includes physical custody, citations-in-lieu, major traffic offenses, charges dismissed, not guilty and/or diversion programs)
If yes, state the charge(s), city, state, and date(s) of arrest.
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Providing your social security number on this form is mandatory. This will be used for the background and fingerprint check.

The privacy act of 1974 (PL.93-579) requires that federal, state, or local agencies inform individuals whose social security number is requested whether such disclosure is mandatory or voluntary, basis of authority for such solicitation and uses which will be made of it.

By signing below, I verify that the information I provided on this document is true and accurate to the best of my knowledge.

I also understand that any false statement may be sufficient to deny me from any employment, contract or volunteer work with Portland Public Schools. I verify that I have read the warning statement above

Applicant Signature: _____

Date: _____