

**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, adjunct faculty, students, consultants, contractors or other similar positions to provide written reporting of any arrest or conviction for an offense enumerated in the attached "Reportable Offense" list within seventy-two (72) hours after an arrest or conviction. In addition, if Act 34, Act 151 and FBI background history 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 working with minors (up to a 6-month period).

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 or hiring/engaging individual 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 MI

Penn State Identification Number (if current employee): _____

Any other 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 arrested for or convicted of any Reportable Offense (shown on following page of this document) since the completion of my most recent Penn State background check or verification of background check clearance (Act 34/Act151/FBI criminal history or acceptable background check replacement).

OR

By checking this box, I report that I have been arrested for 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 or convicted, the date and location of arrest and/or conviction, and the applicable court.

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to disciplinary action, up to and including termination, as well as possible criminal prosecution. I agree to release and hold harmless The Pennsylvania State University from all liabilities associated with information or actions associated with this information.

Signature: _____ Date: _____

REPORTABLE OFFENSE LIST

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 position (as defined in the Background Check Policy). Offenses include but are not limited to:

- For positions that drive a University vehicle in any capacity: 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
- Based upon the position and its work responsibilities: animal cruelty, firearms/weapons violations, drug charges