

Employment Background Checks - Self Report

Name: _____ Date: _____

School/Department: _____ Job Title: _____

Based on District Policy DP374 *Employment Background Checks*, any Jordan District employee must report **any** criminal conviction to the administrator of Human Resources within forty-eight (48) hours or the next business day, whichever is greater. Any **arrest** for any of the following alleged offenses must also be reported to the Administrator of Human Resources, or his/her designee, within forty-eight (48) hours or the next business day, whichever is greater:

1. any matters involving arrests for alleged sex offenses;
2. any matters involving arrests for alleged drug-related offenses;
3. any matters involving arrests for alleged alcohol-related offenses;
4. any matters involving arrests for alleged offenses against the person under Utah Code Ann., Title 76, Chapter 5, Offenses Against the Person. This Title and Chapter includes, but is not limited to, crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc. another person(s); and
5. any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility.

Please provide a statement explaining the circumstances, the dates and how you are resolving this situation:

Signature of Employee

Administrative Use Only: