



## **Criminal Charges/Convictions Disclosure Form**

**Directions:**

1. Enter your name, department name for your primary position and the name of your Administrative Supervisor for your primary position.
2. Complete the entire form, providing all appropriate information related to the charge(s) or conviction(s).
3. Sign and date the form below in the applicable fields. Electronic Signatures are accepted.
4. Email the form to [hr@lcc.edu](mailto:hr@lcc.edu).

**Employee Name:** \_\_\_\_\_

**Employee Banner ID or Username:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Administrative Supervisor:** \_\_\_\_\_

☐ I am currently charged with the following felony (do not list misdemeanor or civil infraction charges): Click or tap here to enter text. The charge is pending in Click or tap here to enter text court.

☐ I have been convicted of, or pled guilty or no contest to, the following criminal offense(s): Click or tap here to enter text. The charges were decided in Click or tap here to enter text court.

My electronic signature certifies that the above information is correct as of the date listed below.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_