



Criminal Conviction Certification Form for Finalists

The top section of this form should be completed by the hiring department.

Title of Position: _____ Department: _____

Dear _____ :

You were selected as one of the finalists for the above-mentioned position.

In order to be further considered for the position, you must complete this form. "Criminal conviction" means a guilty verdict, a guilty plea, or a plea of Nolo Contendere ("No Contest") of a felony or of a misdemeanor whether you were incarcerated, placed on probation, fined, or given a suspended sentence. The term "criminal conviction" does not include a conditional discharge. **Criminal convictions are not an automatic bar to employment. Each case is considered on an individual basis.**

Do you have a criminal conviction? Yes No

If yes, please list for each criminal conviction whether it was a felony or misdemeanor, how the case was adjudicated, the final sentence associated with the criminal conviction (such as jail time, a probationary period, or a fine), and the related dates. If necessary, use additional paper to explain the circumstances.

Are you required to register or are you registered as a sex offender? Yes No

Please initial each line below:

_____ I certify that, to the best of my knowledge, the information I have provided on this form, and any additional information I have listed in an attachment, is accurate and complete.

_____ I understand that any inaccurate or incomplete information may result in my disqualification from consideration for employment or, if discovered after I begin employment, may result in disciplinary action up to and including termination from employment.

_____ I authorize New Mexico Highlands University to use the information and statements contained in this document to determine my qualifications for employment.

_____ I understand that a comprehensive background check may be conducted to determine my eligibility for hire; and, if hired, I authorize the University to conduct a background check. A background check may include, but is not limited to, a review of criminal conviction records and driving records.

_____ I understand that an offer of employment will be conditional and depends on successful completion of the conditions of employment contained in the University's policies and procedures, the Job Posting, the Job Description, and any specific requirements of the position required by law.

_____ I release NMHU from any and all claims that might be based on the University's decision to conduct a background check.

Print Name

Signature Date