

**DISCIPLINARY AND LEGAL BACKGROUND (Circle Y for YES or N for NO)**

**Y N** As an employee or volunteer of the Boys & Girls Clubs of Wayne County, Inc., do you agree to observe all guidelines and policies regarding working with members?

**Y N** Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? ***You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge.*** If you have been convicted of such an offense, please explain in the space below including the nature of offense, date, court where conviction was entered, and any other relevant information.

If selected yes, please explain:

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**Y N** Have you ever been charged with a sexual offense, offense relating to children, or crime of violence? If you have been charged with such an offense, please attach a statement of explanation, including the nature of offense charged, date, law enforcement agency making the charge, and other relevant information.

**Y N** Have you ever been reported to a social agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? If so, provide a brief description of the circumstances, name and address of the entity receiving the report.

**Y N** Have you ever been disciplined or dismissed from employment or a volunteer position by an employer, including charitable and religious organizations, following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct? If so, please describe the circumstances and the name and address of the employer.

**Y N** Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, or other immoral behavior or conduct, involving adults or children? If so, please describe the circumstances and provide the name and address of the employer, educational institution, or other organization where the lawsuit, investigation, or allegation arose or occurred. Explain how the lawsuit was resolved.

**Y N** Have you ever been the subject of a complaint or discipline proceeding against a professional license or other license held by you? If so, give the name and address of the organization and explain how the proceeding was resolved.

**Y N** Have you ever been the subject of any disciplinary action, transfer, or dismissal, or been named as a defendant in a civil or criminal lawsuit, as a result of an accident or mishap involving children or adults in your care? If so, please describe the circumstances and provide the name and address of the employer or organization with which you and/or the children were associated at the time of the incident. Explain how the incident was resolved

**Y N** Do you have any investigation, review, or disciplinary action pending by an employer or organization in which you volunteered, licensing authority, or professional association for sexual misconduct, violence, or misconduct involving children?

## CRIMINAL BACKGROUND CHECK AND BARRIER CRIME POLICY

The Club is committed to selecting and retaining the best staff and volunteers to serve its youth. As part of the initial selection process and on an on-going annual basis, Clubs will conduct background checks in accordance with the following policy:

The Club will conduct criminal background checks on all employees and volunteers, including minors, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum, (a) verify the person's identity and legal aliases, (b) provide a national Sex Offender Registry search, and (c) provide a national criminal record search. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months to ensure employees and volunteers remain in compliance.

All background check findings shall be considered when making employment or volunteer decisions. It is the policy of the Club that an employee or volunteer will be automatically **ineligible** for employment or volunteer service, if such individual:

1. Refuses to consent to a criminal background check,
2. Makes a false statement in connection with such criminal background check,
3. Is registered, or is required to be registered on a State or National sex offender registry,
4. Has been convicted of a felony consisting of but not limited to:
  - Murder
  - Child abuse
  - Domestic violence
  - Abduction or human trafficking
  - A crime involving rape or sexual assault
  - Arson
  - Weapons
  - Physical assault or battery
  - Drug possession, drug use or distribution of drugs in the last five years;
6. Has been convicted of any misdemeanor or felony:
  - Against children, including child pornography
  - Cruelty to animals

***I have read and understand the Criminal Background Check and Barrier Policy.***

***For continued employment, return this document, signed and dated, to the Administrative office.***

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**Print Name**

**Signature**

**Date**