



## BACKGROUND CHECK QUESTIONNAIRE

**INSTRUCTIONS:** Prepare in original only. Fill in all items. If more space is needed for any item, or explanation, continue under Item 3. Please type or print in ink.

1. Name: \_\_\_\_\_

2. (A) Have you ever been convicted or are any charges now pending against you by any Federal, State, or other law-enforcement authorities, for **any** criminal violation of any federal law, state law, county or municipal law, regulation, or ordinance?

Yes \_\_\_ No \_\_\_ (check yes or no / cannot be left blank / see note below before answering)

(B) If yes, state below criminal offense or offenses (beginning and continuing with the most recent), the date Convicted (or arrested for cases pending a final judicial status), state convicted or charged, and any other related information pertaining to circumstances.

**NOTE:** Record of criminal charges or conviction may not automatically prevent an offer of employment with Georgia Tech. However, failure to disclose known records of criminal convictions (or criminal charges that are currently in a pending or unresolved judicial status) will be considered falsification of this document and can prevent an offer of employment. When disclosing past criminal history applicants must include all criminal records including misdemeanors and felonies. It is highly recommended that applicants provide as much known detail about a criminal history as possible. All applicants denied employment due to record of a criminal conviction will be notified, provided with a copy of the consumer report at their request, and will be given reasonable opportunity to dispute information in the report.

Definition of a felony

**Felony**

A serious crime, characterized under federal law and many state statutes as any offense punishable by imprisonment in excess of one year.

Definition of a misdemeanor

**Misdemeanor**

'Misdemeanor' and 'misdemeanor of a high and aggravated nature' mean any crime other than a felony (Georgia criminal code OCGA Section 16-1-3). Under federal law, and most state laws, any offense other than a felony is classified as a misdemeanor. Certain states also have various classes of misdemeanors (e.g., Class A, B, etc.).

Criminal Offense	List "Pending" or Date Convicted	Place (State) Convicted

3. SPACE FOR CONTINUING ANSWERS OR EXPLANATIONS:

\_\_\_\_\_

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