

# SOCIALLY NECESSARY SERVICES

## POTENTIAL EMPLOYEE CRIMINAL RECORD STATEMENT

West Virginia Socially Necessary Regulations *requires that a person PROVIDING Socially Necessary Services complete a Statement of Criminal Record every 2 years. Employees and or Contractors must disclose any conviction. A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty. The fingerprints will be obtained every 5 years and will be used to obtain a copy of any criminal history you have.*

**1. Have you ever been convicted of a crime in West Virginia?**

Yes       No

**2. Have you ever been convicted of a crime from another state, federal court, military or jurisdiction outside of the U.S.?**

Yes       No

**3. Have you ever been arrested for a crime against a child or for spousal/ cohabitant abuse?**

Yes       No

Criminal convictions from another State or Federal court are considered the same as criminal convictions in West Virginia.

*If you answer YES, give details on the back of this page indicating the nature and circumstances of each crime and the date and location in which each crime occurred.*

**You must disclose convictions, including reckless and drunk driving convictions even if:**

1. It happened a long time ago;
2. It was only a misdemeanor;
3. You didn't have to go to court;
4. You had no jail time or the sentence was only a fine or probation;
5. You received a certificate of rehabilitation;
6. The conviction was later dismissed, set aside or the sentence was suspended.

**NOTE:** IF THE CRIMINAL BACKGROUND CHECK REVEALS ANY CONVICTION(S) THAT YOU DID NOT DISCLOSE ON THIS FORM, YOUR FAILURE TO DISCLOSE THE CONVICTION(S) MAY RESULT IN TERMINATION OF EMPLOYMENT OR CONTRACTUAL AGREEMENT.

**I declare under penalty of perjury under the laws of the State of West Virginia that I have read and understand the information contained in this affidavit and that my responses and any accompanying attachments are true and correct.**

Your Name (Print Clearly)	<input type="text"/>	SSN	<input type="text"/>
Address	<input type="text"/>		Date of Birth: <input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
	Zip Code	<input type="text"/>	DMV License Number <input type="text"/>
Signature: _____		Date:	<input type="text"/>

## Instructions to Respondents:

If you have been convicted of a crime in West Virginia or from another state or in federal court, provide the following information:

What was the offense?

In which state and city did you commit the offense?

City

State

When did this occur? Date

Tell us what happened. (Use additional sheets of paper if needed.)

I certify under penalty of perjury that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date