



**Salt River
PIMA-MARICOPA INDIAN COMMUNITY
Education Division**



Declaration Form for Prospective Employees in Head Start Programs

Name of Prospective Employee _____

Section 1

Federal Policies now required that **Head Start** agencies require all prospective employees to sign a declaration prior to employment which lists:

- All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;
- Convictions related to other forms of child abuse and neglect; and
- All convictions of violent felonies.

The declarations may exclude:

- Traffic fines of \$200 or less;
- Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies, committed before the prospective employee's 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law;
- Any conviction the record of which has been expunged under Federal or State law; and
- Any conviction set aside under the Federal Youth Corrections Act or similar State authority.

Section 2

The **Salt River Pima-Maricopa Indian Community Education Board** has adopted a policy that requires that all employees report **ANY** arrests, criminal citations or convictions; and major and/or minor traffic violations that have or may result in suspension of driving privileges.

NOTE: Individuals who declare, through this form, that they have been arrested charged or convicted of any of the offenses listed above are NOT automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

Please provide your signature in the appropriate area below:

I have NOT been arrested, charged and/or convicted of one or more of the three types off offenses listed in Section 1 above; nor do I have any arrests, criminal citations or convictions of any kind; nor do I have major and/or minor traffic violations that have or may results in suspension of driving privileges as listed in Section 2:

Signature

Date

OR

I have been arrested, charged and/or convicted on one or more of the three types of offenses listed in Section 1 and/or Section 2 above. If you have:

1. Been arrested, charged and/or convicted on one or more of the three types of offenses listed in Section 1 above; and/or,
2. Arrests, criminal citations or convictions of ANY kind as provided in Section 2; and/or
3. Major and/or minor traffic violations that have or may result in suspension of driving privileges as provided in Section 2;

Please attach information listing the offenses(s); the date (s) of the arrest, charge, and/or conviction; the law enforcement agency involved; the outcome of the court proceeding and other relevant information.

Signature

Date