



Consent Form Background Check for Current Employees

I am submitting this form in connection with my employment with Kutztown University of Pennsylvania, (the "Employer") for the purpose of enabling the Employer to obtain criminal background and child abuse records consistent with the Pennsylvania Child Protective Services Law 23 Pa.C.S. §6344.

By signing below I give my consent and authorization to this Employer and its screening agent to conduct the following background checks required pursuant to the Pennsylvania Child Protective Services Law:

- A criminal history record check from the Pennsylvania State Police (PSP) or statement from the PSP that I have not been convicted of a reportable offense.
- A Certification from the Pennsylvania Department of Human Services as to whether I have been named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded or indicated report of child abuse within the last five years.
- A federal criminal history record check from the Federal Bureau of Investigation for the purpose of verifying my identity and obtaining a current record of any criminal arrests and convictions. I will agree to submit a full set of fingerprints to obtain this report.

By my signature below, I'm acknowledging that as a current employee or volunteer I am required to provide written notice within 72 hours after an arrest or conviction for a Reportable Offense or notice of being listed in the statewide database as a perpetrator of a founded or indicated report of child abuse. The form for reporting can be found on the Kutztown University Human Resource website under Forms / Employment

I authorize the release of this information by the appropriate agencies to the Employer or its screening agent.

I understand that this authorization will be valid, in original or copy form, for this and all future reports listed in 1-3 throughout my consent will throughout my employ with the Employer.

I release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Employer any information or data they may request pursuant to this release.

Signature Date_____

Print Full Name _____

Names/Aliases/Maiden names used in the past:

Date of Birth _____

Driver's License Number _____ State of Issue _____

Present Address _____

City, State, Zip _____

Current Position & Department at Kutztown University: _____



Department of Human Resources

Kemp Building ♦ 454 Normal Avenue ♦ Kutztown PA 19530

Phone: 610-683-1353 ♦ Fax: 610-683-4641 ♦ Email: Humanresources@kutztown.edu

PROFILE SHEET

Current Position:

Current DEPARTMENT:

FULL NAME (Last, First & Middle):

LIST PREVIOUS / ALIASES / MAIDEN NAMES:

STREET ADDRESS:

APARTMENT / UNIT #:

CITY

STATE

ZIP CODE

PHONE:

ALTERNATE PHONE NUMBER:

EMAIL ADDRESS:

Are you a US citizen? ☐ Yes ☐ No If not, do you have a legal right to work in the US? Please explain below.

Criminal History:

- **CRIMINAL OFFENSE** includes felonies and misdemeanor offenses.
- **CONVICTION** is an adjudication of guilt and includes determinations before a court, a district justice or magistrate and pleas of nolo contendere (no contest) that result in a fine, sentence or probation.
- For this question disregard: minor traffic violations (no points), offenses committed before your 18th birthday which were adjudicated in juvenile court under a Youth Offender Law, and any charges which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program.
- A "Yes" answer is not necessarily a bar to employment.

WERE YOU EVER CONVICTED OF A CRIMINAL OFFENSE? ☐ Yes ☐ No

If you answer "Yes", please provide a written explanation in the space below.

AGREEMENT

Notice of Availability of Annual Security Report

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Kutztown University; and on public property within or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Department of Public Safety & Police Services at one of the following: Mailing address: Kutztown University, Department of Public Safety & Police Services, P.O. Box 730 Kutztown, PA 19530 Phone 610-683-4002 / Fax 610-683-1530 Email: publicsafety@kutztown.edu

I certify that all statements made by me on this application and any supporting material included are true and correct to the best of my knowledge and belief, and are a full and complete disclosure. I agree that if employed, any misrepresentation or falsification regardless of when discovered, shall justify disciplinary action, including termination. I understand that Kutztown University will conduct a complete background investigation as part of the hiring process. I also authorize Kutztown University of Pennsylvania to contact my previous employers and references.

By SIGNING BELOW, I certify that I have read and agree with these statements.

Employee's Signature

Date



Department of Human Resources
454 Normal Avenue
Kutztown, PA 19530
(610) 683-1353

Acknowledgement of the Requirement to Report within 72 Hours

In accordance with PASSHE Policy 2014-01-A: Protection of Minors, section 7. B., I acknowledge that as a current employee or volunteer I am required to provide written notice within 72 hours after an arrest or conviction for a Reportable Offense or notice of being listed in the statewide database as a perpetrator of a founded or indicated report of child abuse. The form for reporting can be found on the Kutztown University Human Resource website here: <https://www.kutztown.edu/about-ku/administrative-offices/human-resources/forms/employee-resources.html>. This form should be submitted to the Human Resources Chief Officer.

Signature: _____ Date: _____

Please print your full name _____

Reporting of Arrests and Convictions

All employees, volunteers, and program administrators must provide written notice to the designated person in charge at the university if they or an authorized adult or program staff are: (1) arrested for, or convicted of, an offense that would constitute grounds for denial of employment or participation in a program, activity, or service; or (2) are named as a perpetrator in a founded or indicated report under the Child Protective Services Law (23 Pa.C.S. §6301, et seq.). The employee, volunteer, or program administrator shall provide such written notice within **72 hours** of arrest, conviction, or notification that the person has been listed as a perpetrator in the statewide database. The failure of an employee or program administrator to make a written notification, as required, is a misdemeanor of the third degree.

If you have any question about whether to report an offense, you should report it. An employee or volunteer who willfully fails to disclose information required for self-reporting could be charged with a misdemeanor of the third degree and may be subject to discipline up to and including termination or denial of employment or volunteer position.

List of Reportable Offenses

A Reportable Offense enumerated under Pennsylvania's Child Protective Services Law, 23 Pa.C.S. § 6344(c), consists of one or more of the following:

1. Provisions of Title 18 of the Pennsylvania Consolidated Statutes (relating to crimes and offenses) or an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth of Pennsylvania:
 - Chapter 25 relating to criminal homicide
 - Section 2702 relating to aggravated assault
 - Section 2709.1 relating to stalking
 - Section 2901 relating to kidnapping
 - Section 2902 relating to unlawful restraint
 - Section 3121 relating to rape
 - Section 3122.1 relating to statutory sexual assault
 - Section 3123 relating to involuntary deviate sexual intercourse
 - Section 3124.1 relating to sexual assault
 - Section 3125 relating to aggravated indecent assault
 - Section 3126 relating to indecent assault
 - Section 3127 relating to indecent exposure
 - Section 4302 relating to incest
 - Section 4303 relating to concealing death of a child
 - Section 4304 relating to endangering welfare of children
 - Section 4305 relating to dealing in infant children
 - A felony offense under Section 5902(b) relating to prostitution and related offenses
 - Section 5903(c) or (d) relating to obscene and other sexual materials and performances
 - Section 6301 relating to corruption of minors
 - Section 6312 relating to sexual abuse of children
2. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," committed within the preceding five-year period.
3. A founded report or indicated report of child abuse within the preceding five-year period in the statewide database maintained by the Department of Human Services.



Pennsylvania's State System of Higher Education
Background Clearance Certification
for Provisional Employment or Volunteering
(Under the Child Protective Services Law)

Please read this entire form carefully before completing it. This form is to be used only for provisional volunteers and employees who meet the criteria set forth in Procedure/Standard Number 2015-21. In certain limited circumstances, current employees/volunteers may need to complete this form.

Section 1. Personal Information

Full Legal Name: _____ Date of Birth: ____/____/____

Any former names or aliases by which you have been identified: _____

Section 2. Instructions

Please submit this form to Kutztown University, Attn: Human Resources, P.O. Box 730, Kutztown, PA 19530.

If you have any question about whether to report an offense, you should report it. Failure to report may result in disqualification for employment.

List of Reportable Offenses

A Reportable Offense enumerated under Pennsylvania's Child Protective Services Law, 23 Pa.C.S. § 6344(c), consists of one or more of the following:

- (i) Provisions of Title 18 of the Pennsylvania Consolidated Statutes (relating to crimes and offenses) or an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth of Pennsylvania:
- Chapter 25 relating to criminal homicide
 - Section 2702 relating to aggravated assault
 - Section 2709.1 relating to stalking
 - Section 2901 relating to kidnapping
 - Section 2902 relating to unlawful restraint
 - Section 3121 relating to rape
 - Section 3122.1 relating to statutory sexual assault
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 - Section 3125 relating to aggravated indecent assault
 - Section 3126 relating to indecent assault
 - Section 3127 relating to indecent exposure
 - Section 4302 relating to incest
 - Section 4303 relating to concealing death of a child
 - Section 4304 relating to endangering welfare of children
 - Section 4305 relating to dealing in infant children
 - A felony offense under Section 5902(b) relating to prostitution and related offenses
 - Section 5903(c) or (d) relating to obscene and other sexual materials and performances
 - Section 6301 relating to corruption of minors
 - Section 6312 relating to sexual abuse of children
 - A felony offense under section 2718 (relating to strangulation)
 - A felony offense under section 3301 (relating to arson and related offenses)
 - An offense under [18 U.S.C. § 2261](#) (relating to interstate domestic violence) or § 2262 (relating to interstate violation of protection order)
 - the attempt, solicitation, or conspiracy to commit any of the above

Attachment 1

This form has been developed by Pennsylvania's State System of Higher Education, pursuant to Pennsylvania's Child Protective Services Law, 23 Pa.C.S. § 6301 et seq. February 5, 2015

- (ii) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," committed within the preceding five-year period.
- (iii) A founded report or indicated report of child abuse within the preceding five-year period in the statewide database maintained by the Department of Human Services.
- (iv) Identification on the National Crime Information Center National Sex Offender Registry or on a state's sex offender registry.

Section 3. No Conviction

- ☐ By checking this box, I certify that I have **not** been convicted of any Reportable Offense or an offense similar in nature to a Reportable Offense under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth of Pennsylvania. (See Section 2 for a list of Reportable Offenses.)

Section 4. Application for Background Checks

I certify that I have applied for the following required background clearance checks:

- ☐ A report of criminal history record from the Pennsylvania State Police (PSP) or statement from the PSP that no criminal record exists.
- ☐ Certification from the Pennsylvania Department of Human Services as to whether I am named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded report or indicated report of child abuse.
- ☐ A report of federal criminal history record information. I understand that I must submit a full set of fingerprints to the PSP to obtain this report.
- ☐ I further certify that I have provided copies of the completed request forms for these background clearance checks to Pennsylvania's State System of Higher Education. (Appropriate forms may be attached to this Certification Form.)

Section 5. Certification

By signing this form, I swear and affirm under penalty of law that the statements made in this form are true, accurate, correct, and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Signature

Date

Attachment 1

This form has been developed by Pennsylvania's State System of Higher Education, pursuant to Pennsylvania's Child Protective Services Law, 23 Pa.C.S. § 6301 et seq. February 5, 2015