

**WILLARD CITY SCHOOL DISTRICT**

REQUEST FOR A CRIMINAL HISTORY RECORD CHECK

\_\_\_\_\_ SCHOOL DISTRICT  
\_\_\_\_\_, OHIO \_\_\_\_\_

Pursuant to R.C. 3319.39, I, \_\_\_\_\_,  
represent that (check one):

\_\_\_\_A. I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.

\_\_\_\_B. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_C1. I have been a resident of the State of Ohio for the previous five (5) years.

\_\_\_\_C2. I have not been a resident of the State of Ohio for the previous five (5) years.

I understand and agree that, pursuant to the law,

- A. the Board of Education must request a criminal history check on me from the Bureau of Criminal Intelligence and Investigation and possibly from the Federal Bureau of Investigation;
- B. until that report is received and reviewed by the District, I am regarded as a conditional employee; and
- C. if the report received from the Bureau is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the District.

I hereby authorize such a records check and agree to pay the fee charged by the Bureau of Criminal Intelligence and Investigation and any additional fees associated with an FBI check.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature