



## Background Disclosure Form

Applicants are required to provide information about **any** conviction records or **any** pending charges. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record or pending charge; however, it is not discrimination to decline to hire a person based on the person's arrest or conviction record if the conviction or pending charge is substantially related to the circumstances of the particular job.

Failure of any applicant (current or potential employee) to disclose any requested information, including but not limited to: criminal or ordinance violations, convictions, fines, forfeitures and pending charges, **will disqualify you for this position.** This includes all fines and/or convictions (**including, traffic, municipal and DNR charges**) regardless of how many years have elapsed.

Name (Last)		First		M.I.
Date of Birth (mm/dd/yyyy) / /		Social Security Number - -		
Home Address		City	State	Zip Code
Day Phone Number ( ) -	Evening Phone Number ( ) -	Email Address		
List Former Name(s), Aliases (first, middle, last) (including maiden name)				

Applicants are required to complete, sign and return the attached form in order to remain under consideration for this position. Prior to completing this form, it may be beneficial to review the Wisconsin Circuit Court records pertaining to you at <http://wcca.wicourts.gov>. Please remember not all fines/convictions may appear on the Wisconsin Circuit Court site. To obtain your complete record visit the Department of Justice site at <https://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information>.

**Failure to report a violation, conviction, fine/forfeiture, or pending charge will result in you not being considered for this position.**

1. Do you have any charges pending against you? .....  Yes  No
2. Have you ever plead guilty or no contest to a charge or have any convictions anywhere, including in federal, state, local or municipality, military and tribal courts? .....  Yes  No

If you answered "Yes" to any of the above questions, please provide the information requested below. (Attach additional pages if necessary).

Date of Offense	Name / Location of Court	Disposition of Outcome	Details of Charges / Incident

3. Have you failed to file your Wisconsin individual income and any applicable business tax returns on time? .....  Yes  No

If yes, provide tax year(s): \_\_\_\_\_

4. Excluding your current address, please list address locations for the last 7 years. (Attach additional pages if necessary.)

City	State	Zip Code	Dates	
			From	To

I state that all the information on this form is true and complete to the best of my knowledge and I understand that any falsification or omission of information related to any convictions or pending charges will disqualify me for this position. By signing this form, I authorize the Department to conduct a background check and verify the information provided above.

Applicant Signature	Date (mm/dd/yyyy) / /
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**How are you protected?**

Indicating you have an arrest or conviction record does not automatically disqualify you from consideration for a job. Wisconsin’s Fair Employment Law, s. 111.31-111.395, Wis. Stats., prohibits discrimination based on an arrest or conviction record. It is not discrimination, however, to decline to hire a person based on the person’s arrest record, a pending charge, or conviction record if deemed substantially related to the circumstances of the particular job. Information gathered in the Criminal Background Check will enable us to determine if the arrest or conviction record is substantially related to the job.

The information you provide on this form will be retained in a **confidential** manner.

**Definition of terms used on this form:**

**Arrest Record:** “Includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.” s. 111.32(1), Wis. Stats.

**Conviction Record:** “Includes, but is not limited to, information indicating that an individual has been convicted of any felony, misdemeanor or other offense, has been adjudicated delinquent, has been less than honorably discharged, or has been placed on probation, fined, imprisoned, placed on extended supervision or paroled pursuant to any law enforcement or military authority.” s. 111.32(3), Wis. Stats.

**Criminal Charge:** A criminal complaint, information, or indictment filed in a state, federal, tribal or international court of law.

Please complete the form, place in an envelope and seal it. Write your name on the envelope and the title of the position you are applying for and bring to the interview if instructed, or mail the completed form to the following address:

Wisconsin Department of Revenue  
 Attn: Human Resources MS 6-261  
 PO Box 8931  
 Madison WI 53708-8931

Questions about this form may be directed to [DORHumanResources@wisconsin.gov](mailto:DORHumanResources@wisconsin.gov).

**FOR HR USE ONLY**

Requested by	Supervisor		Position
Processed by / Date	Non Filer Check <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Background Check <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Hiring Decision <input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible
Notes:			