

CRIMINAL OFFENSE DISCLOSURE FORM

UUA Music Leadership Certification Program

Revised October 2012

Name _____

Date of Birth _____

Former Names/aliases/a.k.a _____

Driver's License numbers (if known) and/or names of issue, states of issue _____

Disclosure of Criminal Offense Record: List all arrests, convictions, and serious motor vehicle infractions (other than minor traffic violations) incurred as an adult regardless of how long ago. *If you have no offenses to report, please indicate by putting N/A on first line.*

Date of Criminal Offense Estimate date if not known	Criminal Offense	Location (City, State) Arresting Agency

Explain the circumstances of any criminal offense listed above (attach additional pages if necessary).

Important: This form is required of all applicants to the UUA Music Leadership Certification Program. Disclosure must be made upon application to the program. Any change that occurs while in the program or while holding a UUA Music Leadership credential must be disclosed as soon as possible to the Professional Development Program Director for communication to the appropriate committee (MLCC). Disclose all history of arrests, convictions and serious motor vehicle infractions. This includes all felonies, misdemeanors, and serious traffic offenses if they meet the criteria below. Complaints, arrests, and convictions related to substance use must be reported.

Serious traffic offenses including, but not limited to, "Reckless Driving," "Driving Under the Influence" (DUI), "Criminal Driving While Suspended," "Failing to Perform the Duties of a Driver", "Attempting to Elude a Police Officer", and "Homicide by Vehicle" must be listed if it resulted in an arrest or conviction.

Criminal offenses are evaluated by the MLCC on an individual basis with consideration given to the nature and circumstances of the offense. The existence of a criminal offense record is not necessarily cause for disqualification of an application, dismissal from the program, and/or revocation of a certification credential.

If you fail to list any part of your criminal offense history, including but not limited to: omission, intentional falsification, or any failure to disclose for any reason and at any time, your application to the program may be disqualified, you may be dismissed from the program, and/or your certification credential may be revoked by the MLCC.

In the final year of the program, the candidate must also furnish a background check from an agency approved by the MLCC. The cost of the background check will be borne by the candidate and the report must be supplied directly to the UUA Professional Development Program Director by the investigating agency. All reports will become the property of the UUA. No certification credential will be awarded except on the successful completion of the background check. The MLCC reserves the right to contact references, supervisors, and other individuals to clarify and/or verify information supplied in the candidate's completion materials/portfolio. In rare cases the MLCC may deem it necessary to share the findings of the background check with the candidate's current congregation or organization.

Signature and Release:

I certify that this information on my criminal offense record is correct and complete. I understand that providing false or incomplete information or withholding by omission or intention pertinent information may be cause for disqualification of an application, dismissal from the program, and/or revocation of a certification credential. I understand that the MLCC may contact references, supervisors, and other individuals to clarify information supplied in the candidate's completion materials/portfolio. I understand that a candidate must furnish a background check from an agency approved by the MLCC, the cost of which will be borne by the candidate, that the report must be supplied directly to the MLCC by the investigating agency and that reports will become the property of the UUA. I understand that in rare cases the MLCC may deem it necessary to share the findings of the background check with the candidate's current congregation or organization.

Signature_____

Date_____

**Please print this form so that it can be hand-signed and dated.
Then scan and submit electronically to
Pat Kahn, UUA Professional Development Director, pkahn@uua.org**