



# Background Disclosure Form

(The following information should be typed or LEGIBLY printed in INK)

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

- If you answered "YES" to question #1 and/or #2 on the front page of the Secretary of State Employment Application, you may use this form to provide your explanation(s).
- If you are obligated to answer "YES" to one or both of these questions, your explanation(s) **must be provided with every application submitted** to this office.
- Your application(s) cannot be processed until all the information requested below has been provided. Respond for all related situations. You may attach additional pages as necessary.

## Employment Discharge

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Job Title: \_\_\_\_\_

Date of Action: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Criminal Conviction

Charge(s): \_\_\_\_\_

Location of Offense: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Sentence: \_\_\_\_\_

Explanation: \_\_\_\_\_ (Include nature of crime and your involvement and actions.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return Background Disclosure Form along with the Employment Application to:**  
Secretary of State, Department of Personnel, 113 Howlett Bldg., Springfield, IL 62756; or 17 N. State St., Ste. 1276, Chicago, IL 60602.