

3. Court Information:

Fill in the following information regarding the court where your case was heard or where your charges were submitted, if applicable.

Name of Court: _____

Address of Court: _____
Street City State Zip

Of what offense(s) were you convicted? _____

Date of conviction: _____

Was the conviction: misdemeanor felony undesignated

Did you plead: guilty nolo contendere no contest

What was the sentence? (Include all fines, courses, counseling or group sessions, restitution, probation/parole, community service, etc)

If the conviction was for a felony or undesignated offense, what was the date of completion of all probation requirements, including payment of court fines and restitution (You must include proof of completion of probation/court requirements/payment in full)? _____

Has there been any change in the designation of your conviction since the original sentencing (Examples: reduced to a misdemeanor, set aside, dismissed, expunged, deferred)?

No Yes

If yes, what was the change? _____

Are you currently on probation or parole? No Yes

If yes, when is your anticipated probation or parole end/discharge date? _____

Name of your probation/parole officer (PO): _____

Probation/parole officer phone number: _____

Were you ever found in violation of your probation or was a warrant ever issued? No Yes

If so, describe the circumstances of the violation: _____

Was your sentence modified as a result of your probation violation? No Yes

Explain: _____

I have requested from this court and am submitting with this questionnaire, as applicable, ALL required court records listed below:

- Notice of charges, complaint, indictment. This will show the Board what you were originally charged with; AND
- Pre-sentence screening, report or referral, pre-sentence report AND
- Plea agreement/s if applicable AND
- Sentencing, probation order/judgment. This will show the requirements imposed by the court AND
- Dismissal, probation release, court discharge.

4. Employment Information

Fill in your employment information for current and past employment for the **past five years**. (If you have not accounted for five years of employment below, add additional/previous employers on a separate page.)

Current Employer(s)

Employer: _____
Address: _____ Street City State Zip
Phone Number: _____ Position/Title: _____
Start Date: _____ End Date: _____
Supervisor's Name: _____ Supervisor's Phone Number: _____
Employer: _____
Address: _____ Street City State Zip
Phone Number: _____ Position/Title: _____
Start Date: _____ End Date: _____
Supervisor's Name: _____ Supervisor's Phone Number: _____

Previous Employer(s)

Employer: _____
Address: _____ Street City State Zip
Phone Number: _____ Position/Title: _____
Start Date: _____ End Date: _____
Supervisor's Name: _____ Supervisor's Phone Number: _____
Were you terminated or did you resign in lieu of termination? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain or note your reason for leaving: _____
Employer: _____
Address: _____ Street City State Zip
Phone Number: _____ Position/Title: _____
Start Date: _____ End Date: _____
Supervisor's Name: _____ Supervisor's Phone Number: _____
Were you terminated or did you resign in lieu of termination? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain or note your reason for leaving: _____

5. Document Requirements

Check off the boxes below to ensure you have provided all documentation required to be submitted with this questionnaire.

- A **Detailed Written (or Typed) Statement.**
- ALL **Police, Sheriff, or Law Enforcement Records.**
- ALL **Court Documents.**

5a) If no formal court charges resulted from the arrest or citation, you must still include the police report. However, in place of the court records listed above, please provide:

- Documentation or letter from the police department or court stating that no charges were filed or that prosecution was declined.

5b) If the arrest, citation or charge occurred several years ago and police or court records have been purged or are no longer available, a document on letterhead from the police department and court stating that the files on your case no longer exist, will be required and acceptable if it includes the following:

- Your name, date of birth, social security number (used by the agency to conduct the search).
- The type of charge (what the arrest was for) and the date and year the arrest transpired.
- Name/phone number of the police department or court contact person.

I verify that the above information provided by me and answered within this questionnaire is true, complete and correct, and I have disclosed each of my arrests, citations and charges, for felonies and misdemeanors, including incidents that did not ultimately result in convictions.

Signature

Date