

## APPLICANT NOTIFICATION & DISCLOSURE STATEMENT

PLEASE TYPE OR PRINT

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Last Name                                      First Name                                      Middle Name                                      (include Jr., Sr., II, III etc.)

Columbia Basin College (“CBC” or the “College”) must ask you to complete the following Applicant Notification & Disclosure Statement. Pursuant to Chapter 43.43 RCW, employees and volunteers who provide service to developmentally disabled persons, vulnerable adults and/or children under the age of sixteen (16), must successfully pass a Washington State Patrol (“WSP”) criminal history background check. Additionally, pursuant to RCW 43.43.832 an inquiry will be made for employees and volunteers in the Washington Courts database for civil adjudications as a condition for consideration of employment. “Civil adjudications proceeding” is a judicial or administrative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect or exploitation or financial exploitation of a child or vulnerable adult under Chapters 13.34, 26.44, or 74.34 RCW, or rules adopted under Chapters 18.51 and 74.42 RCW. You may be considered for employment based on the results of the WSP criminal history background check and the Washington Courts database for civil adjudications. **Please answer fully and accurately.**

- **Notification:** The College will confirm your answers to these questions by:
  - (1) Running a WSP check for criminal convictions;
  - (2) Searching the Washington Courts database for civil adjudications as listed below; and
  - (3) For licensed personnel, checking the Department of Health credentials database for disciplinary actions.
- You will be notified of the WSP’s response within ten (10) days after the College receives the report. A copy of the report will be made available to you upon your request.

1) Have you ever been convicted of a crime?  Yes  No

If “yes”, please identify the offense(s), provide the date(s) of the conviction(s), the name of the court, (e.g., Benton County Superior Court) and the sentence(s) imposed.

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2) Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child or a vulnerable adult in any civil adjudicative proceeding?

Civil adjudicative proceeding includes judicial or administrative proceedings as well as findings by DSHS or the Department of Health that you have not administratively challenged or appealed.

Yes  No

If “yes”, please identify the specific finding(s), which agency or court made the finding(s), the date(s) of the finding(s) and the penalty(s) imposed.

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I declare under the penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I understand that if I am hired, I can be discharged for any misrepresentation or omission in the above statement. I also understand that if hired, my employment is conditioned on satisfactory results of the background checks listed above. I have signed this Notification & Disclosure Statement on the date shown below at

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.  
County City State

I have been notified by the Human Resources Office at CBC that Washington State Patrol Criminal/Civil Adjudication History Background Checks will be conducted on me.

\_\_\_\_\_  
Signed Other Names Known by, including Maiden Name/Aliases

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth Today's Date

\_\_\_\_\_  
Current Phone Number Street Address, Apt # (if applicable) City State/Zip Code