



Application 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.

Criminal Conviction

Charge(s): _____

Location of Offense: _____

Date of Conviction: _____ / _____ / _____

Sentence: _____

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

Employment Discharge

Name of Employer: _____

Address of Employer: _____

Dates of Employment: From _____ / _____ / _____ To _____ / _____ / _____

Job Title: _____

Date of Action: _____ / _____ / _____

Explanation: _____

Return Background Disclosure Form along with the Employment Application to:
Secretary of State, Department of Personnel, 196 Howlett Bldg., Springfield, IL 62756; or 17 N. State St., Ste. 1300, Chicago, IL 60602.