

ICS, INC.
PROJECT HEAD START

P.O. Box 160

210 West Valley Avenue

Holly Springs, MS 38635

Phone: (662) 252-1582

Web: www.ics-hs.org

HOWARD HOLLINS
Board, Chair

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Executive Director

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Declaration Form of Prospective Employees

P.O. Box 160 West Valley Avenue
Holly Springs, MS 38635
Phone: (662) 252-1582 Fax: (662) 551-3209
Web: www.ics-hs.org

Name of Prospective Employee _____

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

1. All pending and prior criminal arrests and charges related to child abuse and their dispositions:
2. Convictions related to other forms of child abuse and/or neglect: and
3. All convictions of violent felonies.

The declarations may exclude:

- An offense, other than any offense related to child abuse and/or sexual abuse or violent felonies, committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law.
- Any conviction for which the record has been expunged under federal or state law; and
- Any conviction set aside under the Federal Youth Corrections Act or similar state authority.

Individuals who declare through this form that they have been arrested, charged with, or convicted of any of the offenses listed above are not automatically disqualified from being hired. Each case will be reviewed to assess the relevance of an arrest, charge, or conviction to a hiring decision.

Please provide your signature on the appropriate category below.

I have not been arrested, charged and/or convicted on one or more of the three types of offenses listed above.

Signature _____ Date _____

OR

I have been arrested, charged and/or convicted on one or more of the three types of offenses listed above.
(Please attach information listing the Offense(s), date(s) of arrest, charge and or convictions, and other relevant information.)

Signature _____ Date _____