



## Notice of Criminal Record Check

To be completed by applicant and attached to the HCJPD Criminal Check Form for approval.

The position for which you have applied will require that you work in facilities operated by the Harris County Juvenile Probation Department. It is their policy to complete a criminal record check on everyone who works in their facilities and to repeat the record checks annually.

A prior criminal record does not automatically preclude you from an assignment with this agency as consideration of these matters is handled on a case-by-case basis. You are required to report **any involvement in misdemeanor or felony court action**. This will give you the opportunity to explain or elaborate on the circumstances.

Failure to report **any involvement in misdemeanor or felony court action**, that is later discovered as a result of the criminal record check, will be viewed unfavorably and may disqualify you from further consideration for an assignment with this agency.

If you are in doubt about whether to disclose something, please err on the side of caution, and disclose it. Your candor will be appreciated while your being less than truthful will not.

I **have** been involved in any misdemeanor or felony court action.

I **have not** been involved in any misdemeanor or felony court action

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Signature of Applicant

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Printed Name

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Date