

Wisconsin Department of Corrections

“Application Supplement-Conviction Record”

All students working with state prison inmates must undergo a background check in order to be allowed to enter the Wisconsin Department of Corrections (DOC) institutions.

To complete the form (ALL students EXCEPT Oxford):

- At the top, under “position you are applying for,” put “LAIP intern.” The DOC considers all Remington Center students to be “LAIP students,” regardless of whether they are enrolled in LAIP, the Innocence Project, the Family Law Project, or the Restorative Justice Project.
- Yes, you **MUST** include your social security number.
- Then, complete the rest of the form **COMPLETELY** and **ACCURATELY**. If you have prior convictions or pending charges, or if you are on any form of community corrections supervision, you should say so. Then go on to explain the circumstances. You can always attach (staple) an extra page if you need more room to explain. Please understand that the DOC will conduct a background check, so if your response on the form is less than complete and accurate, they won’t miss it. We have had a number of students with prior convictions who have participated in our prison-based projects, so having a criminal record won’t disqualify you in almost all circumstances. But submitting an inaccurate form will disqualify you. If you have any questions about this, please speak with me after the meeting.
- Sign and date the form at the bottom.

APPLICATION SUPPLEMENT – CONVICTION RECORD

NAME Last	First	MI	SOCIAL SECURITY NUMBER
FORMER NAME(S)			POSITION YOU ARE APPLYING FOR
DATE OF BIRTH (Month/Day/Year)		ETHNIC GROUP <input type="checkbox"/> Black (Not of Hispanic Origin) (1) <input type="checkbox"/> Asian or Pacific Islander (Includes Indian Subcontinent Origin) (2) <input type="checkbox"/> American Indian or Alaskan Native (3) <input type="checkbox"/> Hispanic (Mexican, Puerto Rican, Cuban or Spanish Culture) (4) <input type="checkbox"/> White (Not of Hispanic Origin) (5)	
SEX <input type="checkbox"/> Female <input type="checkbox"/> Male			

All applicants interviewed for positions are asked to provide information about any conviction records or pending charges. *This information will be retained in your application file which is **confidential**.*

Note: Officer applicants with felony convictions must possess either a Governor's pardon with no firearms restrictions or a federal waiver to bear firearms and are required to submit a copy of these documents prior to or at the time of the interview in order to be considered further.

- 1) Do you have any **pending** criminal or municipal ordinance charges for an offense including traffic but not parking or speeding? YES NO
- 2) Have you been **convicted or fined** for any offense including traffic but not parking or speeding? (Include offenses which have been expunged from your record) YES NO
- 3) Are you currently under any type of supervision (e.g. Probation, Parole, Huber)? YES NO

IF THE ANSWER IS YES TO ANY OF THE ABOVE THREE QUESTIONS, INDICATE: (Attach additional pages if necessary)

The nature of the offense	
Date of offense	Date of conviction
Name and location of court	Name & telephone number of Probation/Parole Agent
Please discuss the details of the incident and the disposition/outcome (sentence, fine, probation, Huber, suspension).	
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Please discuss the details of the incident and the disposition/outcome (sentence, fine, probation, Huber, suspension).	

I state that all the information on this application is true and complete to the best of my knowledge and I understand that any falsification or omission of information may disqualify me for this position.	
APPLICANT SIGNATURE	DATE SIGNED