

# HEAD START DECLARATION

## Confidential Personnel File Information

In compliance with 45 CFR Part 1301, Subpart D, Head Start Grants Administration Personnel Policies, Section 1301.31 (c) and (d).

Name of Prospective Employee (Please Print): \_\_\_\_\_

**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 sexual abuse and their disposition;
- (2) Convictions related to other forms of child abuse and/or neglect; and
- (3) All convictions of violent felonies.

The declaration may exclude:

- Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 18<sup>th</sup> 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.

Note that 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. Head Start agencies must review each case 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. If so, please attach information listing the offenses(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date