

## Criminal History- What Documents Are Needed?

Pawn employee applications ask about arrests, indictments, AND convictions. Even though a criminal charge may not disqualify an applicant, providing false information on an application may constitute grounds for denial.

Provide the following with your application

### Class C Misdemeanor Traffic Violations:

No documents needed.

**Alcohol and/or Drugs:** charges include but are not limited to DUI, DWI, POM, possession of controlled substance, and possession with intent to distribute.

If 1 or 2 misdemeanor alcohol or drug related charges, provide:

- A statement of events written by the employee.

If more than 2 alcohol or drug related misdemeanor charges, or any felony charges, provide:

- A statement of events written by the employee.
- Court documents showing the final dispositions.
- If convicted, a letter of recommendation from employer.

**Theft, Fraud, or Dishonesty:** charges include but are not limited to theft of \_\_\_\_\_, larceny, extortion, fraud, filing a false police report, and fail to ID fugitive.

If 1 misdemeanor theft, fraud, or dishonesty related charge, provide:

- A statement of events written by the employee.

If 2 misdemeanor theft, fraud or dishonesty related charges, with at least 1 being over 5 years old, provide:

- A statement of events written by the employee.

If 2 or more theft, fraud, or dishonesty related charges, or any felony charges, provide:

- A statement of events written by the employee.
- Court documents showing the final dispositions.
- If convicted, a letter of recommendation from employer.

**Violence Related:** charges include but are not limited to offenses with the word "assault" or "weapon", domestic violence, simple battery, stalking, kidnapping, and terroristic threat.

Offenses other than domestic violence:

If 1 misdemeanor violence related charge, provide:

- A statement of events written by the employee.

If 2 misdemeanor violence related charges, with at least 1 being over 5 years old, provide:

- A statement of events written by the employee.

If 2 or more violence related charges within the previous 5 years, 3 or more in a lifetime, or any felony charges, provide:

- A statement of events written by the employee.
- Court documents showing the final dispositions.
- If convicted, a letter of recommendation from employer.

Any domestic violence conviction in a lifetime:

- A statement of events written by the employee.
- Court documents showing the final dispositions.
- A letter of recommendation from employer.

A person who has been convicted in any court of a misdemeanor crime of domestic violence is considered a "prohibited person". The Gun Control Act of 1968 (GCA), at Title 18, United States Code, sections 922(d),(g) and (n) makes it a crime for a "prohibited person" to sell, receive, or possess a firearm or ammunition in interstate or foreign commerce.