

**ICS, INC.**  
**PROJECT HEAD START**

P.O. Box 160 West Valley Avenue

Holly Springs, MS 38635

Phone: (662) 252-7253

Web: [www.ics-hs.org](http://www.ics-hs.org)

HOWARD HOLLINS  
Board, Chair

ZIPORA HUDSON  
Policy Council Chair

ELOISE McCLINTON  
Executive Director

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Clay \* DeSoto \* Grenada \* Lafayette \* Lowndes \* Marshall \* Noxubee \* Oktibbeha \* Panola \* Quitman \* Tallahatchie \* Tate \* Tunica

Declaration Form of Prospective Employees

P.O. Box 160 West Valley Avenue  
Holly Springs, MS 38635  
Phone: (662) 252-1582 Fax: (662) 252-7253  
Web: [www.ics-hs.org](http://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 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.

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 \_\_\_\_\_