



For the Church in the World

3401 Brook Road Richmond, VA 23227

Telephone: (804) 278-4339 / Fax: (800) 665-8679 / Email: admissions@upsem.edu

**PERSONAL DISCLOSURE FORM**

In cooperation with other Presbyterian seminaries, Union Presbyterian Seminary has contracted with Castlebranch to conduct criminal history checks for all applicants who have resided in the United States for the last three years. This policy has been adopted to address the safety and well-being both of our seminary community and of the churches, agencies, and other institutions that our students and alumni/ae serve. These checks include verification of residency history, searches of county criminal databases for criminal histories and sexual offender lists, and searches of county or other local jurisdictional criminal records of places of residence.

When reviewing admissions applications, the Admissions Committee considers carefully and thoughtfully what applicants say about themselves. In the admissions process, applicants provide information about their personal and academic backgrounds. Failure to make written disclosure of information which the application form requires or misrepresentation in the information supplied constitutes grounds for denial of admission. Where such omissions or misrepresentations become known after matriculation at the seminary, the student is subject to dismissal, by vote of the faculty meeting in executive session.

Name of Applicant: \_\_\_\_\_

Please answer the following question, sign and mail this form to the Director of Admissions at the address below. You must also request a background check from www.castlebranch.com. Instructions are on the UPSem website.

Have you ever been disciplined or placed under academic sanction (for example, expulsion, suspension, probation, or formal reprimand) by any secondary school, college or university you have attended or are there disciplinary charges pending against you at the present time?  Yes  No

If yes, please explain (if you need more space, please attach a separate sheet)

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged with, convicted of, pleaded guilty to, or received deferred adjudication for any felony or misdemeanor, other than minor traffic violations?  Yes  No

If yes, please explain (if you need more space, please attach a separate sheet):

\_\_\_\_\_  
\_\_\_\_\_

Do you have pending or have you ever sustained civil, criminal, or ecclesiastical complaints against you for sexual misconduct?  Yes  No

Have you ever resigned or been terminated from a position for reasons related to sexual misconduct?  Yes  No

If yes to either question, please explain (if you need more space, please attach a separate sheet):

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail the completed form directly to:**

Director of Admissions, Union Presbyterian Seminary, 3401 Brook Road, Richmond, VA 23227

This form is used solely in the admissions process to Union Presbyterian and is destroyed after an admissions decision is made. *Union Presbyterian Seminary does not discriminate among applicants to, or participants in, its degree programs on the basis of gender, sexual orientation, race, ethnicity, national origin, or physical disability.*