

**City of Milwaukee  
Department of Employee Relations**

**Guidelines for Applicants: Checking your conviction records and listing your convictions and pending charges on your City of Milwaukee employment application.**

City of Milwaukee employment applications require all candidates to list information related to felonies, misdemeanors, and pending charges. This does not include minor traffic violations.

The Wisconsin Fair Employment Act prohibits discrimination on the basis of arrest or conviction record. The City of Milwaukee requires disclosure of conviction information to ensure a thorough analysis of the conviction record in relationship to the job for which you are applying.

Convictions are not an automatic bar to employment, but are reviewed on a case-by-case basis. The Department of Employee Relations will review your entire conviction record, including convictions for felonies, misdemeanors, ordinance violations and pending charges; a determination is then made as to whether the conviction record is or is not substantially related to the job for which you are applying. Based on court decisions, the substantial relations test compares character traits and tendencies central to the criminal offense to the opportunities to engage in such behaviors in the context of the job.

You must disclose ALL convictions for felonies, misdemeanors and any charges that are pending. Failure to disclose conviction information will be cause for rejection of an application, termination or discharge from employment.

***APPLICATION LANGUAGE***

If you have ever been convicted of a felony or misdemeanor, or have felony or misdemeanor charges pending, list details below. If you have NEVER been convicted of a felony or misdemeanor, and have no felony or misdemeanor charges pending, please fill in NO below. You must provide your birthdate. Your birthdate will be used for conviction verification only. In the field below list your CHARGE, DATE, LOCATION, COURT and DISPOSITION OF CASE.

***WHAT IS CONSIDERED A "CONVICTION"?***

This means that if you have EVER been FOUND GUILTY of any felony or misdemeanor you MUST list it on the application. It includes any violations for which you have been arrested and found guilty in court, by plea bargain or by paying a fine or forfeiture. When you pay a ticket, you are admitting guilt and are convicted of that violation. You must also list any charges for which you may be awaiting a court date, or any citations you have received but have not yet paid or gone to court for.

***HOW MANY YEARS OF CONVICTION HISTORY DO I HAVE TO DISCLOSE?***

The application requires you to list if you have ever been convicted. This DOES NOT mean only those in the last ten years or twenty years. This means EVER, at anytime in your life, if you've been convicted of a violation, you must list it on your application.

***WHAT IF I CAN'T REMEMBER ALL OF MY CONVICTIONS?***

Copies of your criminal background record can be found as detailed below:

1. ***Wisconsin Circuit Court Access (WCCA):*** <http://wcca.wicourts.gov>  
This site contains a record of criminal activity in the state of Wisconsin. Please read the disclaimer carefully as certain records may need to be obtained from a different source. Access to records on this website is free of charge. Copies of Milwaukee Circuit Court Records can be obtained in person at the Milwaukee County Safety Building, 821 W. State Street, Room #117, Milwaukee, WI 53233, or by calling (414)278-4538.
2. ***State of Wisconsin, Department of Justice, Crime Information Bureau, Record Check Unit:***  
<http://wi.recordcheck.org>  
To request a copy of your criminal background check you complete and send the attached form to: State of Wisconsin, Department of Justice, Crime Information Bureau, Record Check Unit, P.O. Box 2688, Madison, WI 53701-2688, or by calling (608)266-5764. There is a fee to access records from the Crime Information Bureau.