



# Disciplinary Report Form

Employee name: Charles Lawshae	Hire Date: 12/2/15	Job title: Sanitation
Department: Sanitation	Shift: 3rd	Supervisor: Tim Holt

Offense track:  Performance issue  Work rule violation **Work rule violated, if any:**

**Type of offense:**  Absenteeism  Tardiness  Leaving work area without permission  Misuse of property/equipment  Damaging/Losing property/equipment  Using property/equipment for personal use  Leaking confidential information  Theft or fraud  Lying or cheating  Falsifying company documents  Unsafe behavior  Eating in undesignated areas  Smoking in undesignated areas  Posting items without permission  Fighting or creating conflict  Spreading gossip  Using vulgar language  Rudeness  Abusiveness  Horseplay  Indecent behavior  Bringing weapon onsite  Bringing illegal drugs/alcohol onsite  Failing to follow instructions  Poor work quality  Poor work quantity  Refusing to work  Sleeping on the job  Poor hygiene  Poor housekeeping  Disregarding dress code  Other

Charles only put down his 2005 felony on his criminal background info and failed to write down earlier convictions

**Incident description:** (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Did not put 1999 } misdemeanors/felony's  
1997 } on initial background  
1996 }

Completed by: Renee Burns Date: 2/9/16

**(Shaded area to be completed by Human Resources only.)**

**Progressive step:**  Oral warning\*  Suspension (unpaid)  Release  Written reprimand  Discharge  Suspension (paid) \*File apart from personnel files and copies thereof

**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  
None

Consequence if incident occurs again: possible termination

Human Resources Signature(s): Renee Burns Date: 2/9/16

Employee statement:  I agree with the incident description above.  I disagree with the incident description above. Date report presented to employee:

Employee comments: (Attach sheets if necessary.)  
THEY WERE SO OLD I JUST put the most rec recent

**Employee acknowledgement:** My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: Charles Lawshae Date: 2/9/2016 Witness signature (if any): \_\_\_\_\_ Date: \_\_\_\_\_ Signature of person presenting report: \_\_\_\_\_ Date: \_\_\_\_\_



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**Criminal Background Check Acknowledgement**

Part of the selection process at Corporate Management Group includes a background check. The background check includes the applicant's criminal history. As part of this interview, we ask if the applicant has been convicted of any crime. Whether or not an applicant has been convicted of a crime does not determine applicant's eligibility for this position.

Applicant Name: Charles R Lawshea Date of Interview: 12/1/15

Recruiter Name: \_\_\_\_\_

Have you ever been convicted of any crime, felony, misdemeanor, not including expunged records?  
 Yes  No

Is yes, when, where and what was the nature of this offense.  
DANVILLE IL. ARRESTED FOR POSSESSION FIREARM 2005

You will not be denied employment solely because you answer "Yes" above or because you have been convicted of a crime, felony or misdemeanor. The company considers many individualized factors in evaluating a job candidate, including but not limited to, with respect to criminal history, the nature and date of any offense, the surrounding circumstances, and the nature of the position for which you apply.

**By my signature below, I certify that the information provided above is true and complete that I have discussed the above with my interviewer as disclosed. I understand and agree that any misrepresentation by me will be sufficient cause to eliminate me from consideration for employment and/or terminate employment at any time if I have been employed.**

Applicant Signature: Charles R Lawshea Date: 12/1/15

HR Manager Signature: Nichol Woyce Eligible:  Ineligible:  Date: 12-1-15