

Employer Sexual Misconduct Reference Disclosure

Instructions

The individual named below is a final candidate for employment or appointment with the University of Washington (UW). Washington state law and University policy require that the UW request information, if any exists, in response to the questions below regarding sexual misconduct. Please provide copies of all documents and information in the current or previous employee's personnel, investigative, or other files relating to any sexual misconduct, including sexual harassment.

We kindly ask that you complete and return this sexual misconduct disclosure to the requester within five business days of receipt.

Release and Responsibilities

UW has included a copy of the candidate's signed sexual misconduct declaration and statement, which releases current and past employers from any and all claims and liability arising from the disclosure of the information described below.

Under RCW 28B.112.080, a postsecondary educational institution or an employee acting on behalf of the institution who discloses the information requested below is presumed to be acting in good faith and is immune from civil and criminal liability for the disclosure.

When disclosing information under this section, the postsecondary educational institution shall keep personal identifying information of the complainant and any witnesses confidential, unless the complainant or witnesses agree to disclosure of their identifying information.

For internal use only.

Final Candidate Information

Unit administrators should complete information in the table below.

Candidate name:	
Full name when last employed:	
Dates of employment:	
Position held:	
Last 4 digits of SSN:	
Department:	

Disclosure

1. Is the individual named above the subject of any substantiated findings of sexual misconduct in any current or past employment at your institution?

[RCW 28B.112](#) “Sexual misconduct, includes, but is not limited to, unwelcome sexual contact, unwelcome sexual advances, requests for sexual favors, other unwelcome verbal, nonverbal, electronic, or physical conduct of a sexual nature, sexual harassment, and any misconduct of a sexual nature that is in violation of the postsecondary educational institution’s policies or has been determined to constitute sex discrimination pursuant to state or federal law.”

Policies addressing sexual misconduct may include, but are not limited to, anti-harassment and discrimination policies, and Title IX policies. At UW, these include Executive Orders [31](#), [51](#), and [70](#).

- Yes
- No
- Other- please explain:

2. Is the individual named above currently being investigated for sexual misconduct at your institution?

- Yes
- No
- Other- please explain:

3. Has the individual named above left a position during an investigation into a violation of any sexual misconduct policy at your institution?

- Yes
- No
- Other- please explain:

If you responded “yes” to any of the questions 1-3 above, please provide copies of all documents in the current or former employee’s personnel file, investigative file, or other files relating to sexual misconduct, including sexual harassment by the named individual.

Employer information: Please provide contact details and date of form completion below.

Name of Employer/Institution:	
Employer HR Contact Name:	
Employer HR Contact Email:	
Date form completed by Employer:	