

CRIMINAL RECORD REVIEW
§753, Article 23-A New York Correction Law
(use one form for each offense)

Applicant's Name: _____

Position Sought: _____

Conviction (not charge): _____

Description of actual offense (obtained from applicant/employee or third-party sources):

Age at time of criminal act: _____

Period of confinement: _____; N/A: _____

Date of release: _____

Seriousness of offense (check all that are appropriate):

Class A felony _____

Class B felony _____

Class C felony _____

Class D felony _____

Violent crime Yes _____; No _____

Sex crime Yes _____; No _____

Drug/controlled substance Yes _____; No _____

Class A misdemeanor _____

Class B misdemeanor _____

Class C misdemeanor _____

Unclassified misdemeanor _____

Violent crime Yes _____; No _____

Sex crime Yes _____; No _____

Drug/controlled substance Yes _____; No _____

Does the offense relate to the duties and responsibilities related to the position sought? If yes, reason(s): _____

Has the applicant/employee presented a certificate of good conduct or relief from disabilities?
Yes _____ No _____

What information was the applicant/employee presented in regard to rehabilitation and good conduct? _____

Accepted for employment? Yes _____; No _____

Give reason: _____

§754, Article 23-A New York Correction Law provides that someone, previously convicted of a crime and is not hired, may request from the employer a written statement setting forth the reasons for such denial even if the conviction was not the reason for such denial.