

# SAMPLE CRIMINAL HISTORY INDIVIDUAL ASSESSMENT FORM



## ■ INFORMATION

Employer Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_  
Position Applied For: \_\_\_\_\_ Date of Conditional Offer: \_\_\_\_\_  
Date of Assessment: \_\_\_\_\_ Assessment Performed by: \_\_\_\_\_  
Date of Reassessment (if applicable): \_\_\_\_\_ Date of Criminal History Report: \_\_\_\_\_

1. The specific duties and responsibilities of the job are:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

2. Description of the criminal conduct and why the conduct is of concern with respect to the position in question (conduct that can't be considered includes infractions or arrests that didn't lead to a conviction, convictions that have been sealed or expunged, adjudications in the juvenile justice system, or participation in a pre- or post-trial diversion program):

3. How long ago did the criminal activity occur:

4. Activities since criminal activity, such as work experience, job training, rehabilitation, community service, etc.:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

■ **BASED ON THE FACTORS ABOVE, WE ARE CONSIDERING RESCINDING OUR OFFER OF EMPLOYMENT BECAUSE** (describe the link between the specific aspects of the Applicant's criminal history with risks inherent in the duties of the employment position):

■ **TO BE COMPLETED FOR A REASSESSMENT:**

1. Was there an error in the Criminal History Report?                      Yes                      No  
If yes, describe the error:

2. Evidence of rehabilitation and good conduct (this evidence may include, but is not limited to, documents or other information demonstrating that the Applicant attended school, a religious institution, job training, or counseling, or is involved with the community. This evidence can include letters from people who know the Applicant, such as teachers, counselors, supervisors, clergy, and parole or probation officers):

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

Based on the evidence provided, we are                      **rescinding**                      **not rescinding** our offer of employment because: