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.