

Name \_\_\_\_\_  
Last
First
Middle Initial
Social Security Number

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| X | X | X | X | X |  |  |  |  |
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New York State and SUNY New Paltz seeks to maximize the pool of talented applicants for agencies to consider for employment and to offer all applicants a fair opportunity to be considered for employment. We recognize that disclosure of a criminal conviction before applicants have had a chance to demonstrate their qualifications for a job may have a chilling effect on qualified applicants pursuing employment and on potential employers considering applicants with criminal convictions for employment. In order to minimize such effects, New York State follows a Fair Chance Hiring (FCH) policy.

Under the FCH policy, applicants for employment may not be asked questions relating to criminal conviction history or pending criminal proceedings – even those authorized by Civil Service Law § 50.4 - until the agency determines that it is interested in hiring the individual.

Applicants who have or are about to receive a verbal offer of employment are asked to complete the form below. Please note that any offer of employment is conditioned upon review of this and all other applicant material including reference checking and background checks as may be applicable to the position.

**DISCLOSURE OF RELEVANT CONVICTIONS AND ARRESTS:**

- Answering “YES” to the question about whether there is a prior felony conviction may or may not preclude employment, depending on the nature of the criminal offense, its relationship to the position sought, and other factors that must be considered before employment may be lawfully denied based on a prior conviction.
- Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employment based on falsification of the employment application.
- NOTE: You should answer “NO” if:
  - a. Your conviction (felony, misdemeanor, or violation) was sealed by a court, **OR**
  - b. The criminal action or proceeding was terminated in your favor (for example: the action was dismissed either at the initial stage or on appeal; you received an Adjournment in Contemplation of Dismissal and the adjournment period has elapsed; you were acquitted), **OR**
  - c. The proceeding on the criminal offense resulted in a youthful offender adjudication or juvenile delinquency finding which has been sealed/expunged pursuant to the Family Court Act, **OR**
  - d. After completing a treatment program, your plea to a felony or a misdemeanor was withdrawn and you were resentenced to a violation which was sealed by the court, or the completion of the program resulted in a dismissal of all charges by the court.

Questions about your status may be directed (anonymously) to the Office of Human Resources.

Do you have an arrest or criminal accusation currently pending against you? If “YES,” please describe. (If a prior arrest or criminal accusation resulted in a conviction, you may need to disclose this information in response to the next question.)

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Have you even been convicted of a criminal offense (felony, misdemeanor, or violation)? If “YES,” please describe.

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I hereby attest that statements, documentation and information provided on this application and within the recruitment and pre-employment processes are true. I understand that this information is subject to verification and my signature authorizes such verification. Furthermore, I understand that misrepresentation or omission of facts may be cause for refusal of employment or termination if offered a position.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_