

**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.