**Sample Criminal History Individual Assessment Form**

**INFORMATION**

Employer Name:

Applicant Name:

Position Applied For:

Date of Conditional Offer:

Date of Assessment:

Date of Criminal History Report:

Assessment Performed by:

**ASSESSMENT**

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.

**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):