

## Disclosure of Criminal History

This disclosure form should be used for applicants in Buffalo, Rochester, New York City and Westchester.

Applicants for employment in Buffalo, Rochester and Westchester are required to complete a disclosure document of criminal history after the completion of an initial interview.

Applicants for employment in New York City are required to complete a disclosure document of criminal history only after a conditional offer of employment has been extended.

Have you ever been convicted of, or pled guilty or no contest to, a crime (felony or misdemeanor) other than a minor traffic violation?  Yes  No

If yes, please give specifics:

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Do you have any criminal charges pending against you?  Yes  No

If yes, please give specifics:

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A prior criminal conviction or pending criminal charges is not an automatic bar from employment. Each case is considered and evaluated on its individual merits in relation to the duties and responsibilities of the position for which you are applying.

Name: \_\_\_\_\_  
Print Name

Signature: \_\_\_\_\_

Date: \_\_\_\_\_