

**Criminal Record: Please Read Carefully.**

**Please do not answer the following question if you are applying for employment in the following locations unless you ask post-offer or the position is exempt from any Ban-the-Box Law:**

Baltimore, Maryland; Austin, Texas; Buffalo, New York; Columbia, Missouri; Montgomery County, Maryland; New York City, New York; Newark, New Jersey; Oregon; Philadelphia, Pennsylvania; Portland, Oregon; Prince George’s County, Maryland; Seattle, Washington; Rochester, New York; San Francisco, California; District of Columbia; Massachusetts; Minnesota; Rhode Island; Hawaii; Illinois; New Jersey.

**Have you ever been convicted of a felony or misdemeanor?** For purposes of this question, a conviction includes a plea, verdict, or finding of guilt *regardless* of whether any sentence is imposed.\*  Yes  No

**Only Answer this Inquiry if Driving is Required:**

**Have you ever been convicted of driving under the influence of alcohol or drugs?** For purposes of this question, a conviction includes a plea, verdict, or finding of guilt regardless of whether any sentence is imposed.\*  Yes  No

*\* You may exclude information regarding any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated, or was when person was youthful offender.*

**If yes to any of the above, please complete the boxes below and indicate whether felony or misdemeanor.**

Convictions will not necessarily disqualify an applicant for employment. Please provide information on the date, nature and circumstances of the conviction.

Date	Location: City, State	Charge / Action Taken

*Our Company will evaluate all conviction information on a case-by-case basis, giving consideration only to those convictions that we believe are related and relevant to the particular position for which you are applying. Our consideration will include a review of the date of the conviction, the nature of the offense, and evidence of rehabilitation since the conviction in making job related decisions. A conviction standing alone will not automatically disqualify you from employment.*

**CALIFORNIA APPLICANTS ONLY:** You may exclude information regarding any conviction that is more than two years old for a violation of California Health and Safety Code Sections 11357, 11360, 11364, 11365 or 11550 (or predecessor statutes) as they relate to marijuana.

**CONNECTICUT APPLICANTS ONLY:** You need not disclose the existence of any arrest, criminal charge, or conviction records which have been erased pursuant to Conn. Gen. Stat. §§46b-146, 54-760, 54-142a. Also note that the aforementioned criminal records subject to erasure are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nulled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon; and any person whose criminal records have been erased pursuant to the aforementioned sections is deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

**ILLINOIS APPLICANTS ONLY:** You are not required to reveal any sealed or expunged convictions, including expunged juvenile convictions.

**NEVADA APPLICANTS ONLY:** Do Not Disclose a Conviction More Than 7 years old.

**NEW YORK APPLICANTS ONLY:** You are not required to reveal any Youthful Offender convictions.

**OHIO APPLICANTS ONLY:** Do not disclose or provide information concerning minor misdemeanor convictions for marijuana possession involving an amount less than 100 grams. Do not disclose any conviction for which your record has been expunged or sealed by a court.

**PENNSYLVANIA APPLICANTS ONLY:** Pennsylvania Human Rights Guidelines suggest that you should not consider misdemeanors in making employment decisions.

**UTAH APPLICANTS ONLY:** You may answer “No” with respect to any conviction for a misdemeanor or summary offense.

**WASHINGTON APPLICANTS ONLY:** Answer “Yes” only if the conviction or release from imprisonment was within the last ten (10) years, or related to the functions of the position for which you are applying.