

# SAMPLE CRIMINAL HISTORY INDIVIDUAL ASSESSMENT FORM

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## ■ INFORMATION

Employer Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_  
Position Applied For: \_\_\_\_\_ Date of Conditional Offer: \_\_\_\_\_  
Date of Assessment: \_\_\_\_\_ Individual Assessment Performed by: \_\_\_\_\_  
Date of Reassessment (if applicable): \_\_\_\_\_ Date of Criminal History Report: \_\_\_\_\_

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:

3. How long ago did the criminal activity occur:

4. Age at the time of last criminal activity:

5. Activities since criminal activity, such as work experience, job training, etc.:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

■ **BASED ON THE FACTORS ABOVE, WE ARE CONSIDERING RESCINDING OUR OFFER OF EMPLOYMENT BECAUSE** (describe how there is a link between the specific aspects of the Applicant's Criminal History with risks inherent in the duties of the Employment position):

■ **TO BE COMPLETED FOR A REASSESSMENT:**

1. Was there an error made in the Criminal History Report?      Yes      No

If yes, describe the error made:

2. Evidence of rehabilitation and good conduct (this evidence may include, but is not limited to, documents or other information demonstrating that the Applicant attended school, a religious institution, job training, or counseling; or is involved with the community. This evidence can include letters from people who know the Applicant, such as teachers, counselors, supervisors, clergy, and parole or probation officers):

- a. ....
- b. ....
- c. ....
- d. ....

Based on the evidence provided, we are      **rescinding**      **not rescinding** our offer of employment because: