



### FAIR CHANCE ACT NOTICE

After extending a conditional offer of employment, we checked your criminal record. Based on the enclosed check, we have reservations about hiring you for the position of \_\_\_\_\_, and may decide to retract our job offer. Below explains why. We invite you to provide us with any information that could help us decide to offer you the job. If you choose to provide us with additional information you have \_\_\_\_\_ days (must be at least three business days) from the date you receive this to do so.

BILL DE BLASIO  
Mayor

CARMELYN P. MALALIS  
Commissioner/Chair

If you wish to respond, please contact \_\_\_\_\_.

In your response, you may:

- Tell us about any errors on your criminal record;
- Give us any additional information you'd like us to consider after reviewing this notice.

100 Gold Street, Suite 4600  
New York, NY 10038

nyc.gov/humanrights  
f i t @NYCCHR

The following factors were considered, as required by Article 23-A of the New York State Correction Law, before making our determination:

**The government encourages employers to hire people with criminal records.**

<p>The specific duties and responsibilities of the job, which are:</p> <ol style="list-style-type: none"> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ol>	<p>How long ago your criminal activity, not your conviction, occurred:</p> <p>_____ years _____ months</p>
<p>We believe your record impairs your fitness or ability to perform these duties and responsibilities because:</p> <ol style="list-style-type: none"> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ol>	<p>Your age when your criminal activity, not your conviction, occurred: _____ years old</p> <p>The seriousness of the conduct that led to your criminal record. This is judged in part by how many felony and misdemeanor convictions you have, and whether your conduct involved violence or theft:</p> <p>_____ Misdemeanors _____ Felonies</p> <p>a. _____ involving violence      a. _____ involving violence</p> <p>b. _____ involving theft              b. _____ involving theft</p>
<p>Your evidence of rehabilitation and good conduct, which is listed below.</p> <ol style="list-style-type: none"> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ol> <p><i>If you have additional documents we should consider, please send them, including evidence that you attended school, job training, or counseling; or are involved with your community. They can include letters from people who know you, like teachers, counselors, supervisors, clergy, and parole or probation officers.</i></p>	
<p>Your certificate(s) of relief or certificate of good conduct shows that you are rehabilitated. If you did not have a certificate, we did not hold that against you.</p>	

Based on these factors, we may deny you a job because (choose only one):

<p>We believe there is a direct relationship between your criminal record and the job we offered to you, and the factors listed above do not lessen that relationship because:</p>	<p>We believe there is no direct relationship, but your criminal record creates an unreasonable risk to specific persons, the general public, or our property because:</p>
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If you wish to respond, please contact \_\_\_\_\_.  
Based on your response, we may hire you. If you do not contact us by then, we will withdraw the conditional offer.