[INSERT AGENCY LETTERHEAD]

Insert Date

Dear      :

Thank you for your interest in employment with       as a      . Your background check reveals that you have a prior criminal conviction. As the Agency reviews your candidacy, you are welcome to provide information about your rehabilitation and good conduct since your conviction. This information would be helpful to the Agency in its consideration of your candidacy for employment, but it is not required.

For your reference, examples of information about rehabilitation and good conduct include:

* A brief personal statement describing how your conduct since conviction demonstrates your fitness for employment
* Certificates or other proof of completion of treatment or programming
* Letters of reference, preferably from people not related to you.
* Certificates of Relief from Disabilities or Certificates of Good Conduct
* Any additional information you would like the agency to consider

If you would like to provide information concerning your rehabilitation and good conduct, please send this information to       within 15 days of the date of this letter. If you need additional time, please contact      . If you do not plan to provide any additional information, please notify      , and the Agency will continue its review of your candidacy without delay.

To be clear, regardless of whether you provide any additional information, the Agency will consider the factors set forth in New York State Correction Law Article 23-A, which are enclosed for your reference, in considering your candidacy for employment.

If you have any questions regarding this letter, please contact      .

Sincerely,

Attachments:

Correction Law §§752, 753