

**FAIR CHANCES HIRING PROCESSING ACT
INDIVIDUAL ASSESSMENT TOOL**

INFORMATION

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

The following factors were considered, as required by §6102(F)22 GCA or 17GAR §6202 (4), before making our determination:

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?

2. **Evidence** (includes documents that the Applicant attended school, religious institution, job training, or counseling; or is involved with the community. Including letters from people who know them, e.g., teachers, counselors, supervisors, clergy, and parole and probation officers) showing rehabilitation and good conduct.

a) _____

b) _____

c) _____

d) _____

Based on the evidence provided, we are rescinding / not rescinding (circle one) our offer of employment because:

Note: HR should retain all records and documents related to Applicants' Employment applications and the written assessment for a period of three years following the receipt of an Applicant's Employment application.