

LAST NAME																				FIRST INITIAL		SOC. SEC. #	X	X	X	X	X							
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***CONVICTION DISCLOSURE  
BOOKLET***

**NEW YORK CITY HOUSING AUTHORITY  
HUMAN RESOURCES DEPARTMENT-EMPLOYMENT DIVISION  
LIST OF CONVICTION RECORD**

<b>LAST NAME</b>																	<b>FIRST INITIAL</b>		<b>SOC. SEC. #</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
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List **ALL** your convictions and pending charges below. You **MUST** list **EVERY** conviction (Do not include traffic violations.)  
If you cannot recall all of your convictions, then you must indicate this below.

**NOTE:** Offenses include felonies, misdemeanors and violations. A Plea of guilty is a conviction even if you were never imprisoned, only paid a fine, were conditionally or unconditionally discharged or received a Certificate of Relief from Disabilities. You **DO NOT** have to disclose any material sealed, expunged, or set aside under Federal or State law, or juvenile delinquent or youthful offender adjudications. You are not considered a youthful offender just because of your age at the time of the offense. Only a court can determine youthful offender status.

A conviction record or pending criminal charges will not necessarily disqualify you from the position for which you are applying. If you list conviction or pending charges, you may state facts in favor of your employment on the ***Explanation of Conviction form***. These facts will be considered when your case is reviewed.

**A. have you ever been convicted of an offense anywhere? ( please circle: Yes / No )**

**B. Are any criminal charges pending against you? ( please circle: Yes / No )**

ARREST DAY ( M / D / Y )	OFFENSE	NAME AND LOCATION OF COURT	SENTENCE AND DATE OF SENTENCE

<b>Applicant Signature</b>	Date: ____ / ____ / ____
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<b>Agency Use Only:</b>
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**NEW YORK CITY HOUSING AUTHORITY  
HUMAN RESOURCES DEPARTMENT-EMPLOYMENT DIVISION  
EXPLANATION OF CONVICTION RECORD**

_____	_____	_____
PRINT NAME	LAST 4 DIGITS OF SOCIAL SECURITY NO.	POSITION

On this sheet explain the conviction record which you have indicated on your employment application and conviction disclosure form:

DATE OF INCIDENT: \_\_\_ / \_\_\_ / \_\_\_ PLACE OF INCIDENT: \_\_\_\_\_

CHARGES: \_\_\_\_\_

EXPLAIN INCIDENT IN YOUR OWN WORDS:

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DISPOSITION OF CASE: \_\_\_\_\_

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature

**NEW YORK CITY HOUSING AUTHORITY  
HUMAN RESOURCES DEPARTMENT-EMPLOYMENT DIVISION  
EXPLANATION OF CONVICTION RECORD**

PRINT NAME	LAST 4 DIGITS OF SOCIAL SECURITY NO.	POSITION
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On this sheet explain the conviction record which you have indicated on your employment application and conviction disclosure form:

DATE OF INCIDENT:    /    /         PLACE OF INCIDENT: \_\_\_\_\_

CHARGES: \_\_\_\_\_

EXPLAIN INCIDENT IN YOUR OWN WORDS:

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DISPOSITION OF CASE: \_\_\_\_\_

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Today's Date

\_\_\_\_\_  
Signature

**NEW YORK CITY HOUSING AUTHORITY  
HUMAN RESOURCES DEPARTMENT-EMPLOYMENT DIVISION  
EXPLANATION OF CONVICTION RECORD**

_____ <b>PRINT NAME</b>	_____ <b>LAST 4 DIGITS OF SOCIAL SECURITY NO.</b>	_____ <b>POSITION</b>
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On this sheet explain the conviction record which you have indicated on your employment application and conviction disclosure form:

**DATE OF INCIDENT:** \_\_\_ / \_\_\_ / \_\_\_    **PLACE OF INCIDENT:** \_\_\_\_\_

**CHARGES:** \_\_\_\_\_

**EXPLAIN INCIDENT IN YOUR OWN WORDS:**

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**DISPOSITION OF CASE:** \_\_\_\_\_

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Today's Date

\_\_\_\_\_  
Signature



**NEW YORK CITY HOUSING AUTHORITY  
HUMAN RESOURCES DEPARTMENT-EMPLOYMENT DIVISION  
EXPLANATION OF CONVICTION RECORD**

_____ <b>PRINT NAME</b>	_____ <b>LAST 4 DIGITS OF SOCIAL SECURITY NO.</b>	_____ <b>POSITION</b>
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On this sheet explain the conviction record which you have indicated on your employment application and conviction disclosure form:

DATE OF INCIDENT: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ PLACE OF INCIDENT: \_\_\_\_\_

CHARGES: \_\_\_\_\_

EXPLAIN INCIDENT IN YOUR OWN WORDS:

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DISPOSITION OF CASE: \_\_\_\_\_

\_\_\_\_\_  
**Today's Date**

\_\_\_\_\_  
**Signature**



NEW YORK CITY HOUSING AUTHORITY  
 HUMAN RESOURCES DEPARTMENT - EMPLOYMENT DIVISION  
 EXPLANATION OF CONVICTION RECORD

(PRINT) NAME	LAST 4 DIGITS OF SOCIAL SECURITY NO.	POSITION

**INTERVIEWER'S COMMENTS:**

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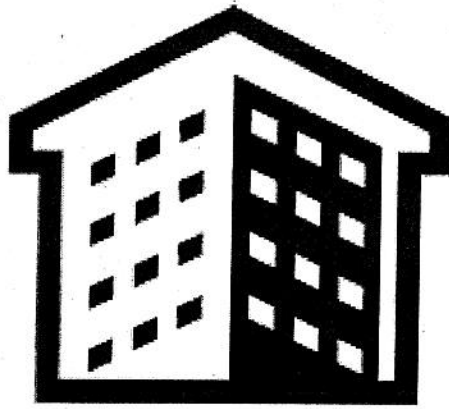


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/ /  
 TODAY'S DATE
 

 & PRINT NAME
 

 SIGNATURE



**NEW YORK CITY  
HOUSING  
AUTHORITY**