



**ONEIDA COUNTY DEPARTMENT OF PERSONNEL**

County Office Building 800 Park Avenue Utica, New York 13501-2986  
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net  
Website: www.ocgov.net/personnel

**REQUEST FOR CRIMINAL OFFENSE INFORMATION**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Exam #:** \_\_\_\_\_

On your application for examination/employment, you reported a criminal conviction.

The public policy of the State of New York, as expressed in law, is to encourage the employment of persons previously convicted of one or more criminal offenses. Consideration is given to the specific duties and responsibilities necessarily related to the employment sought; the bearing, if any, the criminal offenses(s) will have on fitness or ability to perform one or more such duties or responsibilities; the time which has elapsed since the occurrence of the criminal offenses(s); the age of the person at the time of occurrence; the seriousness of the offenses(s); any information produced by the person, or production his/her behalf, in regard to rehabilitation and good conduct; the legitimate interest of the public agency protecting property, and the safety and welfare specific to individuals or the general public. (Correction Law Sec. 753.1976)

Please furnish the information below relative to criminal conviction and return this form with the written information and/or documents requested.

- 1. Explain circumstances regarding offenses(s) charged; include date(s): Felony  Misdemeanor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(USE OTHER SIDE IF NECESSARY)**

- 2. A. If you were placed on probation or released on parole, you must request the probation or parole office to submit to the Oneida County Department of Personnel, Attn: Commissioner of Personnel a written statement concerning: (a) the recorded circumstances that led to your conviction (b) your adjustment and/or rehabilitation while under supervision (c) previous convictions (d) employment background (e) any other information as to your character, habits and work ability.  
  
B. Indicate the probation or parole office (including address) and the date of your request for written statement.

\_\_\_\_\_  
(Probation/Parole Office) (Date)

- 3. IF YOU WERE NOT PLACED ON PROBATION OR RELEASED ON PAROLE, YOU MUST SUBMIT AN OFFICIAL COURT TRANSCRIPT OF FINAL DISPOSITION FOR EACH CONVICTION.

If you received a Certificate of Relief from Disabilities or a Certificate of Good Conduct, submit a copy.

Your failure to reply within 10 business days from the date of this request for criminal offense information may result in your disqualification in accordance with Section 50.4 of the Civil Service Law.