CRIMINAL HISTORY QUESTIONNAIRE

**Have you ever been convicted of, plead guilty, no contest, or nolo contendere, to a misdemeanor or felony? \***

Before answering, please review the following instructions:

* Do not report a record of any arrest, detention, process, diversion, supervision, adjudication or court disposition that was subject to the process and jurisdiction of a juvenile court.
* Do not report a record of any conviction that has been sealed, expunged, statutorily eradicated, annulled, impounded, erased, dismissed, dismissed under a first offender’s law, pardoned by the Governor or which state law allows you to lawfully deny.
* Do not report a record of any arrest, charge or detention that did not result in a conviction.
* Do not report violations, infractions or summary offenses.

A conviction will not necessarily be a bar to employment or engagement. This information will only be used for job-related purposes consistent with applicable law and is only relevant in determining whether the conviction is related to the job for which you are applying. Factors such as age at the time of the offense(s), recentness of the offense(s), seriousness of the offense(s), nature of the violation(s), its relation, if any, to the job you are seeking, and rehabilitation will be taken into account. Failure to honestly answer this question may result in discontinued consideration of your application or termination of employment or engagement.

Please also review the following additional state and local instructions:

\* **California applicants/residents :** You neednot disclose any referral to, and participation in, any pre-trial or post-trial diversion program if the pretrial or post-trial diversion program is not complete and the underlying pending charge or conviction has not been dismissed, sealed, or eradicated. Do not report any convictions that have been judicially dismissed pursuant to penal code section 1203.4 or 1203.45. Do not list any non-felony marijuana-related convictions over two (2) years old. Do not include any possession or use of marijuana offenses. Do not report convictions for which you have received a full pardon or have been issued a certification of rehabilitation.

**\* Connecticut applicants/residents**: You need not disclose any conviction record that has been erased pursuant to sections 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Records subject to erasure under these sections are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that was dismissed or nolled, or a criminal charge for which the person was found not guilty or received an absolute pardoned conviction. Any person whose records were erased within the meaning of these three sections may consider such events to have never occurred and may so swear under oath.

**\* Hawaii applicants/residents:** You may exclude felony convictions that occurred over seven (7) years ago or misdemeanor convictions that occurred over five (5) years ago, excluding any periods of incarceration.

\* **Madison, WI applicants/residents:** You may exclude offenses that are more than three years from the date of (i) the placement on probation; (ii) parole; (iii) release from incarceration; (iv) or payment of a fine.

**\* Massachusetts applicants/residents:**  An applicant for employment with a sealed record on file with the commissioner of probation may answer “no” to the above with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer “no” to the above with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. An applicant for employment with a record expunged pursuant to section 100F, section 100G, section 100H or section 100K of chapter 276 of the General Laws may answer ‘no record’ to an inquiry herein relative to prior arrests, criminal court appearances, juvenile court appearances, adjudications or convictions.

You may exclude information regarding first convictions for the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace, or a conviction for any misdemeanor where the conviction occurred or any prison sentence ended three (3) or more years ago whichever date is later, unless you have been convicted of another offense within the last three (3) years.

**\* Montgomery County, MD applicants/residents:** You may exclude any first convictions for trespass, disturbance of the peace, or assault in the second degree. You also may exclude a conviction of a misdemeanor that is more than 3 years old since date of conviction and the date that any period of incarceration ended.

**\*** **New Jersey applicants/residents**: Do not disclose any record of an arrest, charge, conviction, or adjudication of delinquency, for any of the following offenses: (a) manufacturing, distributing, dispensing, possessing or having under control with intent to manufacture, distribute, or dispense marijuana in a quantity of at least one ounce, but not to exceed five pounds, or hashish in a quantity of at least five grams, but not to exceed a pound, including where the offense occurred within 1,000 feet of any school property or on or within 500 feet of the real property comprising a public housing facility, public park, or public building; (b) obtaining, possessing, using, being under the influence, or failing to make lawful disposition of marijuana or hashish; (c) using or being under the influence of marijuana or hashish for a purpose other than the treatment of sickness or injury as lawfully prescribed or administered by a physician; (d) knowingly obtaining or possessing marijuana or hashish and failing to voluntarily deliver the substance to the nearest law enforcement officer; (e) using, or possessing with intent to use drug paraphernalia in connection with marijuana or hashish; or (f) any similar offenses in states other than New Jersey.

**\* New York applicants/residents:**  You may exclude Dismissals in Contemplation of Adjournment.

\* **Philadelphia, PA applicants/residents:** You may exclude convictions that occurred more than seven (7) years from the date of the inquiry. Any period of incarceration should not be included in the calculation of the seven (7) year period.

**\* San Francisco, CA applicants/residents:** You may exclude convictions that occurred over seven (7) years ago, measured from date of sentencing. You also may exclude convictions that arise out of conduct that has been decriminalized since the date of the Conviction, measured from the date of sentencing.

**\* Seattle, WA applicants/residents:**  In addition to the below, you may exclude a criminal conviction that has been the subject of a certificate of rehabilitation or other equivalent procedure based on a finding of the rehabilitation.

**\* Virginia applicants/residents:** You may exclude records relating to any arrest, criminal charge, or conviction for simple possession of marijuana, including any violation that was deferred and dismissed under the state’s First Offender Program for simple possession of marijuana.

**\* Washington State applicants/residents**: You may exclude convictions that occurred over ten (10) years ago.

**Answer:**

**\_\_\_ Yes \_\_\_ No**

**If you answered Yes to the question above, provide city, county, and state of conviction and date and nature of the offense, along with sentencing information. Please also provide any other information you would like the Company to consider including but not limited to: the time that has elapsed since the offense(s), your age at the time of the offense(s), facts or circumstances surrounding the offense(s), the number of offenses for which you have been convicted, your employment history before and after each conviction, evidence of rehabilitation, and/or other mitigating factors. Please contact Accurate Background at 1-800-216-8024 if you need additional space to provide information.**