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| **INFORMATION** |
| Employer Name:  | Applicant Name:  |
| Position Applied For: | Date of Conditional Offer: |
| Date of Criminal History Report:  | Individual Assessment Performed by:  |
| Date of Assessment:  |  |
| **The following factors were considered before making our determination:** |
| 1. The nature and gravity of the offense or conduct, including but not limited to:
	* consideration of whether the harm was to property or people,
	* the degree or severity of the harm or offense,
	* the permanence of the harm or offense;
	* the age of the Applicant or Employee when the conduct occurred, and
	* the time that has passed since the offense or conduct and/or completion of the sentence
 |
| 1. The nature of the Employment position sought or held, including consideration of the specific duties of the job:
	* whether the employment position offers the opportunity for the same or similar offense to occur, and
	* whether circumstances leading to the conduct for which the person was convicted or that is the subject of an Unresolved Arrest will recur in the Employment position
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| 3. If the Applicant or Employee voluntarily provides to the Employer any Evidence of Rehabilitation or Mitigating Circumstances before or during the Initial Individualized Assessment, that evidence must also be considered as part of the Initial Individualized Assessment: |

4. Here are the reasons why it is an undue burden for the Employer to continue to wait for receipt of the Criminal Background Check Report if the cause of rescinding the offer is related to a delay in the receipt of the Criminal Background Check Report:

**To be completed under the circumstance of an extended delay**