Post-Offer Request for Conviction Related Information

Your offer of employment was extended contingent upon the completion of our information verification process. To complete the evaluation of your candidacy for employment at Cornell University, please complete this form in full.

Name: ____________________________________________

Have you ever been convicted of any criminal offense, or is any charge now pending against you for any crime, other than minor traffic violations? Note: Conviction is not an automatic bar to employment, each case will be considered on its own merits.

☐ Yes  ☐ No

If you selected “No”, complete the signature section. If you selected “Yes”, please respond to the questions below and the signature section.

1) For each conviction, provide the name under which you were convicted, city, town, county and state in which the crime was committed, court where conviction was handed down and month, day and year of conviction.

2) Provide information on each criminal conviction indicating the factual circumstances surrounding the offense and nature of the offense.

3) State the date that the offense was committed.

4) For each conviction, explain the sentence and rehabilitation programs undertaken.

Note: Both sides of this form must be completed.
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5) Are you currently on probation, parole, or are there any special conditions or restrictions that apply to you based on your criminal conviction(s)? List all special conditions that apply.

6) If you answered yes to Number 5, provide the name, address, and phone number of your parole/probation officer or other official who can provide relevant information about you.

7) How old were you when you committed the crime(s)?

8) If you were convicted of a sex crime, indicate the age of the victim(s).

9) Please provide any other information that you believe would help us understand the nature of the convictions.

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I understand that this form is part of Cornell University’s application process. I certify that these statements are true, and understand that misrepresentation or omission of facts requested on this form are a basis for Cornell to end its consideration of me as an applicant, rescind a contingent offer of employment and may be cause for immediate termination of my employment (if I am a Cornell employee).

_________________________  ________________
Signature                      Date

Note: Both sides of this form must be completed.