

Appeal Form Worksheet for Individual Assessment: File # _____

The following factors and information, will be required for every conviction. We cannot complete the application screening without this information:

- 1) Written facts of the crime applicant was convicted of: In your own words express the details of this conviction. **Note:** It may be requested that you get a certified copy of the complete file from the courts to substantiate your story or pay an extra fee to the screening company for them to obtain the information.
- 2) Did you receive the written explanation of the conviction? Yes _____ No _____
- 3) Did you see OR obtain further information by either the screening company or by certified court documentation Yes _____ No _____ Both _____
- 4) The actual charge they were convicted of: _____
- 5) Their age at the time of conviction: _____
- 6) Any prior convictions to this conviction or after: Yes _____ NO _____
- 7) If so, what were they? _____
Notes: _____
- 8) Criminal convictions and pending charges since this conviction? Yes _____ No _____
Notes: _____
- 9) How much time has passed since this conviction? _____
- 10) For Drug convictions: Any completed recovery or treatment since the conviction? Yes _____ No _____
Was proof provided? Yes _____ No _____
Notes: _____
- 11) Employment length at current job. _____
- 12) Is rental history from a valid 3rd party landlord? Yes _____ No _____ How Long? _____

Based on the new information provided by the applicant and the analysis of both the prior screening and this new information it has been determined that this application will be:

Approved _____ Approved with Conditions _____ Denied _____ Incomplete _____

Date _____

Signed _____ Position _____

Comments for outcome: _____
