**Criminal History Statement for LHD Interviews**

**(Use only if not using LHD interview worksheet)**

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interview Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain to the applicant that the Local Health Department application has eliminated the criminal history questions from the application known as Fair Chance Employment or Ban the Box. Before proceeding, ask the applicant the following question and allow them an opportunity to explain any issues on their record.

Have you ever been convicted of violating any law other than minor traffic violations?

\_\_\_\_\_\_Yes \_\_\_\_\_\_No

Note Conviction, Date and City and State:

Explain that a background check is completed on final candidates that move further in the hiring process.