

Disclosing a Conviction

Name: _____
Date: _____

••• Backgrounds ••••• challenges ••••• solutions •••••

On an application, a felony conviction needs to be disclosed. Some experts say that misdemeanor convictions should be discussed when it is relevant or at an offer stage. Many jobs require background checks and convictions are likely to be discovered. It is best to be up front and disclose a prior conviction before it is discovered. By disclosing you have control and can offer positive changes that you have made.

If you have been convicted of a crime, it is a good idea to prepare a written response that can be included in a job application or handed to a potential employer. This exercise also allows you to prepare an answer should a question come up in an interview.

Use the questions below to focus on a positive response. Use the back to write a draft of your response to the question, "Have you ever been convicted of a crime?"

1. Be positive.
2. Specific circumstances that contributed to the offense and that no longer apply (alcohol, drug use, domestic issue)

3. How have you changed since? _____

4. What did you learn from the experience? _____

5. Don't make excuses and don't blame others. Write your response keeping this point in mind:

6. Be brief and don't dwell on the offense. The fewer details the better. Write your response keeping this point in mind:

