







# Review Guide for Background Checks

Factor	Low risk	Notes	High risk
The time elapsed since the offense(s)	A long time ago		Very recently
The age of the person at the time of the offense(s)	Offense(s) committed as a young adult		Offense(s) committed at a mature stage of life
The seriousness of the offense(s)	The offense is more about a disregard for rules/authority than injury to others or property losses		Significant injury to persons or property losses
Frequency of the offense(s)	Once		Repeated
Information provided by the person regarding rehabilitation or good conduct (trust and verify)	References offered, presents acceptance of responsibility; post-conviction job history and stability		Lack of remorse, contrition and acceptance of responsibility; lack of stable post-conviction job history
The connection between the offense(s) and the job	No direct connection between crime and requirements of job		A clear connection between crime and requirements of job

Completed by:

Date:

Decision:

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