

ILLINOIS HOUSING DEVELOPMENT AUTHORITY
INVENTORYING EMPLOYMENT RESTRICTIONS ACT SECTION 15(d) REPORT
DATE OF ISSUANCE: FEBRUARY 9, 2012

This report is being provided by the Illinois Housing Development Authority (the “Authority”) to the Task Force on Inventorying Employment Restrictions pursuant to 20 ILCS 5000/15(d) (the “Act”). This information is for the 2 year period beginning on February 1, 2010 and ending on February 1, 2012. It is limited to data in the possession of the Authority as of the effective date of the Act.

20 ILCS 5000/15(d)

20 ILCS 5000/15(d) Provision	Information Requested	Authority Response
15(d)(1)	The total number of people currently employed in the occupation whose employment or licensure required criminal history disclosure, background checks or restrictions.	263
15(d)(2)	The number and percentage of individuals who underwent a criminal history background check.	2010, 8 background checks, 3% 2011, 77 background checks, 29%
15(d)(3)	The number and percentage of individuals who were merely required to disclose their criminal history without a criminal history background check.	Every employment application completed for employment. Unable to discern actual number.
15(d)(4)	The number and percentage of individuals who were found disqualified based on criminal history disclosure by the applicant.	none
15(d)(5)	The number and percentage of individuals who were found disqualified based on a criminal history background check	none
15(d)(6)	The number and percentage of individuals who sought an exemption or waiver from the disqualification.	none
15(d)(7)	The number and percentage of individuals who sought an exemption or waiver who were subsequently granted the exemption or waiver at the first level of agency review (if multiple levels of review are available).	none
15(d)(8)	The number and percentage of individuals who sought an exemption or	none

	waiver who were subsequently granted the exemption or waiver at the next level of agency review (if multiple levels of review are available).	
15(d)(9)	The number and percentage of individuals who were denied an exemption or waiver at the final level of agency review, and then sought review through an administrative appeal.	none
15(d)(10)	The number and percentage of individuals who were denied an exemption or waiver at the final level of agency review, and then sought review through an administrative appeal and were then found qualified after such a review.	none
15(d)(11)	The number and percentage of individuals who were found disqualified where no waiver or exemption process is available	none
15(d)(12)	The number and percentage of individuals who were found disqualified where no waiver or exemption process is available and who sought administrative review and then were found qualified	none
15(d)(13)	If the agency maintains records of active licenses or certifications, the executive agency shall provide the total number of employees in occupations subject to criminal history restrictions.	12

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20 ILCS 5000/15(c)

20 ILCS 5000/15(c) Provision	Information Requested under the Act	Authority Response
15(c)(1)	The job title, occupation, job classification, or restricted place of employment, including the range of occupations affected in such places.	The following departments are subject to criminal background investigations: Accounting positions; Hardest Hit Fund; Internal Audit; Legal; Human Resources; Information Technology. In addition, the following titles are also subject criminal background investigations: Finance Portfolio Manager; Asst. Portfolio Manager; Financial Project Manager; Executive Director; Deputy Executive Director Chief of Staff; Assistant Executive Director; Chief Financial Officer; General Counsel; Directors of all departments; Research and Policy Manager; Manager Tax Credit Program.
15(c)(2)	The statute, regulation, policy, and procedure that authorizes the restriction of applicants for employment and licensure, current employees, and current licenses.	Not applicable.

15(c)(3)	<p>The substance and terms of the restriction, and:</p> <p>(A) if the statute, regulation, policy or practice enumerates disqualifying offenses, a list of each disqualifying offense, the time limits for each offense, and the point in time when the time limit begins;</p> <p>(B) if the statute, regulation, policy or practice does not enumerate disqualifying offenses and instead provides for agency discretion in determining disqualifying offenses, the criteria the agency has adopted to apply the disqualification to individual cases. Restrictions based on agency discretion include, but are not limited to, restrictions based on an offense "related to" the practice of a given profession; an offense or act of "moral turpitude"; and an offense evincing a lack of "good moral character".</p>	Not applicable.
15(c)(4)	The procedures used by the agency to identify an individual's criminal history, including but not limited to disclosures on applications and background checks conducted by law enforcement or private entities.	<p>The Authority utilizes a private professional investigator who specializes in background checks to run criminal background reports on persons who apply for the positions noted above in response to 15(c)(1). The completed report is provided to the Authority's Human Resources Department.</p> <p>Additionally, all applicants are asked to disclose the nature of any felony convictions on the Authority's employment application.</p>
15(c)(5)	The procedures used by the agency to determine and review whether an individual's criminal history disqualifies that individual.	The Authority confers with legal counsel when considering criminal record information in the screening process to ensure compliance with federal, state and local laws, to

		examine if there is a reasonable relationship between the conviction and the job duties and if so to determine if such conviction reasonably disqualifies an applicant.
15(c)(6)	The year the restriction was adopted, and its rationale.	Not applicable.
15(c)(7)	Any exemption, waiver, or review mechanisms available to seek relief from the disqualification based on a showing of rehabilitation or otherwise, including the terms of the mechanism, the nature of the relief it affords, and whether an administrative and judicial appeal is authorized.	Not applicable.
15(c)(8)(A) – (D)	Any statute, rule, policy and practice that requires an individual convicted of a felony to have his civil rights restored to become qualified for the job; and 9 copies of the following documents:	
	(a) forms, applications, and instructions provided to applicants and those denied or terminated.	Nine (9) copies of the Authority's employment application are attached hereto. No other forms are applicable to this question.
	(b) forms, rules, and procedures that the agency employs to provide notice of disqualification, to review applications subject to disqualification, and to provide for exemptions and appeals of disqualification.	Not applicable.
	(c) memos, guidance, instructions to staff, scoring criteria and other materials used by the agency to evaluate the criminal histories of applicants, licensees, and employees	Not applicable.
	(d) forms and notices used to explain waiver, exemption and appeals procedures for denial, suspensions and terminations of employment or licensure based on criminal history	Not applicable.

January 31, 2012

Idetta Phillips
Illinois Criminal Justice Information Authority
300 W. Adams Street, Ste 200
Chicago, IL 60606

Dear Ms. Phillips:

In reference to the Task Force on Inventorying Employment Restrictions Act (20 ILCS 5000), below please find the required submission for the Illinois Housing Development Authority:

Applicants who underwent criminal background checks = 111

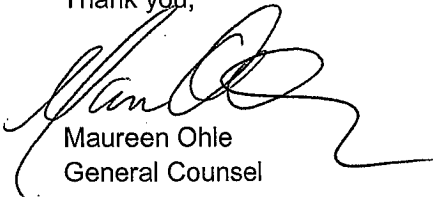
Applicants deemed disqualified = 0

Applicants who sought waiver = 0

Applicants who were denied waiver = 0

Please call me with any questions or concerns, 312-836-5339.

Thank you,


Maureen Ohle
General Counsel



Illinois Housing Development Authority

401 N. Michigan Avenue, Suite 700, Chicago, IL 60611 (312)836-5200 (312) 832-2178 Fax

Email: employment@ihda.org

APPLICATION FOR EMPLOYMENT

Name:

Date:

Last First Middle

Address:

City State Zip

Phone Number: ☐ cell ☐ home

Email Address:

@

Choose one of these:

Can you, after employment, submit verification of your legal right to work in the United States? ☐ Yes ☐ No

Do you have the legal right to work in the United States? ☐ Yes ☐ No

Referral Source:

☐ internet

☐ ad

☐ employee referral (name)

☐ job posting(where)

☐ other (describe)

(Advertisement, employment agency, personal contact, etc.)

Have you worked here before? ☐ Yes ☐ No

Are there any hours or days you cannot or will not work?

Prefer Part-time ☐

Full-time ☐

Is any member of your family employed at IHDA? ☐ Yes ☐ No

If yes, name of relative _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

(Do not include any conviction for which records are sealed or expunged.)

If yes, give the nature of the offense, date of conviction, penalty imposed for the offense and date of release from prison, if applicable. **NOTE:** Your conviction record will not necessarily be a bar to employment.

Are you in default on the repayment of any educational loan for a period of 6 months or more and in an amount of \$600.00 or more? ☐ Yes ☐ No

EDUCATION	Name and location of school	Years attended	Major	Diploma/Degree Received
High School				
College or University		To		
College or University		To		
Other Training/Education:				

MILITARY SERVICE RECORD

Have you ever served in the U.S. Armed Forces? ☐ Yes ☐ No Dates of duty _____ to _____
MM/YY MM/YY

Branch _____ Applicable skills acquired: _____

POSITIONS APPLIED FOR 1. _____ 2. _____

When can you start?

WORK HISTORY At the present time may we contact your present employer? ☐ Yes ☐ No

(1) Most recent employer	Address	Phone
Start Date	Starting Salary \$ _____ per	Starting Position
Date Left	Ending Salary \$ _____ per	Position on Leaving
Name and title of Supervisor		
Description of Duties		Reason for Leaving
<hr/>		
(2) Previous employer	Address	Phone
Start Date	Starting Salary \$ _____ per	Starting Position
Date Left	Ending Salary \$ _____ per	Position on Leaving
Name and title of Supervisor		
Description of Duties		Reason for Leaving
<hr/>		
(3) Previous employer	Address	Phone
Start Date	Starting Salary \$ _____ per	Starting Position
Date Left	Ending Salary \$ _____ per	Position on Leaving
Name and title of Supervisor		
Description of Duties		Reason for Leaving
<hr/>		
(4) Previous employer	Address	Phone
Start Date	Starting Salary \$ _____ per	Starting Position
Date Left	Ending Salary \$ _____ per	Position on Leaving
Name and title of Supervisor		
Description of Duties		Reason for Leaving

APPLICANT'S CERTIFICATION AND AGREEMENT

☐ **By checking this box**, I certify that the information contained in this Application for Employment is true to the best of my knowledge and belief. I understand that any misrepresentation of fact or omission of material fact on this or any employment form will be sufficient reason not to hire me and may be cause for dismissal. IHDA is hereby authorized to verify the information set forth and to make any investigation of my background. I authorize all persons, schools, companies, credit bureaus and law enforcement agencies to supply information concerning my background.

☐ **By checking this box**, I understand that IHDA is in no way obligated to provide employment and that I am in no way obligated to accept employment. This application does not bind either party for a specific period of time regarding employment and the statements herein do not constitute any sort of contract of employment. If hired, my employment will be at will.

☐ **By checking this box**, I specifically waive any right I may have to written notice from my former employers, references, or schools prior to the release of any information to IHDA.

Date

Applicant's Signature