

Criminal History - Self Disclosed:

- During the submission process, you will be asked about your criminal record history
- You will be asked to select "YES" or "NO". If you select YES, you will be required to enter specific information relative to the information you disclose so please prepare for that accordingly
- If you think you may answer "YES", please read this document thoroughly to ensure answer appropriately and consistent with this document according to your state when presented the question in the **Additional Questions** section later in the process. If your state is not specifically identified in this document, please respond directly to the question, as asked, and follow the instructions on the page

Arizona Applicants Unless otherwise provided by federal or state law, a prior conviction will not be an absolute bar to employment.

California Applicants You are not required to disclose:

- A conviction older than seven years;
- An arrest that did not result in a conviction;
- An arrest for which pretrial diversion has been completed;
- Information about participation in a pretrial or post-trial program;
- A misdemeanor conviction for which probation was successfully complete or otherwise discharged and the case was dismissed; or
- A conviction older than two years for possession of marijuana or marijuana paraphernalia.
- Information related to an arrest, detention, processing, diversion, supervision, adjudication, or court disposition that occurred while the person was subject to the process and jurisdiction of juvenile court law.

San Francisco Applicants Do not disclose:

- Arrests that did not lead to convictions (unless there is an active pending investigation or unresolved trial);
- Diversion or deferred judgment programs;
- Expunged, dismissed or voided convictions;
- Juvenile court convictions;
- Convictions more than seven (7) years old;
- Offenses other than felonies and misdemeanors.

Connecticut Applicants You need not disclose the existence of any arrest, criminal charge or conviction records which have been erased pursuant to Conn. Gen. Stat. §§46b-146, 54-760, 54-142a, that are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nulled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon. Any person whose criminal record has been erased pursuant to these laws is deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

Hawaii Applicants Please limit your responses to crimes for which you were convicted within the past 10 years, excluding periods of incarceration

Massachusetts Applicants Do not disclose (i) an arrest, detention, or disposition regarding any violation of law in which no conviction resulted, or (ii) a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace, or (iii) any conviction of a misdemeanor where the date of such conviction or the completion of any period of incarceration resulting therefrom, whichever date is later, occurred three or more years prior to the date of such application for employment or such request for information, unless such person has been convicted of any offense within five years immediately preceding the date of such application for employment or such request for information.

New York Applicants You are not required to disclose any youthful offender convictions.

Washington Applicants Answer "Yes" only if the conviction or release from imprisonment was within the last ten years, or related to the functions of the position for which you are applying.