



ERIE COUNTY PERSONNEL DEPARTMENT

Pre-Employment Background Information

Form PO-61A (Rev. 01/25)

1 JOB CANDIDATE INFORMATION

LAST NAME

FIRST

M.I.

DATE OF BIRTH

SOCIAL SECURITY NUMBER

SEX

2 PREVIOUS PHYSICAL ADDRESSES—PAST FIVE YEARS

List all addresses where you have lived, worked and/or attended school within the past 5 years (current and past).

	Physical Address (Number and Street)	City	State	Zip	Dates
<input type="checkbox"/> Residence <input type="checkbox"/> Employer <input type="checkbox"/> School					
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<input type="checkbox"/> Residence <input type="checkbox"/> Employer					

FOR OFFICIAL USE—DO NOT WRITE IN THIS SPACE

_____ Local Criminal Background Attached

_____ Additional Documentation Attached

_____ Initial _____ Date

3 OTHER NAMES USED

Have you ever used any other names, including maiden name, aliases, or names from previous marriages? ☐ No ☐ Yes

Alternative Name	Time Period Used	Reason for Use

4 CHECK APPROPRIATE BOX TO THE RIGHT OF EACH QUESTION.

- A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? *(If yes, please provide the employer's name, dates of employment, and the reason for dismissal under "Remarks.")* ☐ Yes ☐ No
- B. Did you ever resign from any employment rather than face dismissal? *(If yes, please provide the employer's name, dates of employment, and the circumstances under "Remarks.")* ☐ Yes ☐ No
- C. Did you ever receive a Dishonorable Discharge from the armed forces of the United States? *(If yes, please provide details under "Remarks." Note: A less than Honorable Discharge is not an automatic bar to employment.)* ☐ Yes ☐ No
- D. Have you ever been convicted of a misdemeanor for which the sentencing occurred within the past three years, not including any time incarcerated, and that has not been otherwise sealed? *(If yes, please provide the nature of the offense, the date, and jurisdiction under "Remarks.")* ☐ Yes ☐ No
- E. Have you ever been convicted of a felony, other than a Class A felony or a sex offense, for which the sentencing occurred within the past eight years, not including any time incarcerated, and that has not been otherwise sealed? *(If yes, please provide the nature of the offense, the date, and jurisdiction under "Remarks.")* ☐ Yes ☐ No
- F. Have you ever been convicted of a Class A felony or a sex offense? *(If yes, please provide the nature of the offense, the date, and jurisdiction under "Remarks.")* ☐ Yes ☐ No
- G. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? *(If yes, please provide details under "Remarks.")* ☐ Yes ☐ No

If you answered "YES" to any of the Questions 4 A-G above, please note that, although it does not automatically disqualify you from employment in all cases, certain convictions may bar employment for specific positions due to legal or regulatory requirements. For other positions, each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying. In compliance with Article 23-A of the New York Correction Law, if you have a prior criminal conviction, it will not disqualify you unless:

1. There is a direct relationship between the offense and the specific position sought; or
2. Employment would involve an unreasonable risk to property, individuals, or public safety.

Under Article 23-A, the following factors will be considered to ensure a fair and individualized evaluation:

- The nature and seriousness of the offense(s).
- The time that has elapsed since the offense(s).
- The age of the applicant at the time of the offense(s).
- Any evidence of rehabilitation and good conduct.
- The specific duties and responsibilities of the position sought.
- The public policy of New York State to encourage the employment of individuals with prior convictions.

Please note you may be required to provide copies of court documents or certificates of disposition for any disclosed convictions that are relevant to the screening process. You may also describe and attach documents, such as certificates of completion of completion for rehabilitation programs, training certifications, or letters from probation/parole officers, that may be used as evidence of rehabilitation.

REMARKS: (Use this space to provide any additional information, as necessary.)

5 ATTESTATION

I affirm that all the information provided by me in this Pre-Employment Background Information Form and any attached materials is true, complete, and accurate to the best of my knowledge. I understand that any false, incomplete, or misleading information provided, or the omission of relevant information, may result in the rejection of my application, rescission of any offer of employment, or termination of employment if discovered after appointment.

I authorize and consent to a full and complete disclosure of any and all CRIMINAL HISTORY RECORD INFORMATION or related information maintained by:

- Local Arrest/Booking History systems or other Central Police Services Subsystems;
- The Federal Bureau of Investigation Criminal Record Repository; and
- The New York State Division of Criminal Justice Services Criminal Record Repository, if necessary.
- I also agree to a reinvestigation within ten (10) years from the date of my previous background investigation, if applicable.

I agree to indemnify and save harmless this agency and any other Criminal Justice Agency, as defined by the Code of Federal Regulations (Title 28, Chapter 1, Part 20), as well as any electronic data processing agencies with whom this agency or any of the above agencies have contracts to process Criminal History Record Information, and the employees of these entities:

1. From and against any and all causes of action, demands, suits, or other proceedings of any nature;
2. Against all liability to others, including any liability or damage by reason of or arising out of any arrest, imprisonment, or any cause of action whatsoever; and
3. Against any loss, cost, expense, and damage resulting therefrom, arising out of or involving any negligence on the part of the recipient in the exercise or enjoyment of this authorization.

I understand that a photocopy of this release is considered a valid copy of the original, even if the photocopy does not contain an original writing of my signature.

I also affirm that I have read and understand the provisions of Article 23-A of the New York Correction Law and acknowledge that any prior convictions will be evaluated fairly and individually, in accordance with the law.

Signature

Date

ACKNOWLEDGEMENT TO BE COMPLETED BY A NOTARY PUBLIC OR COMMISSIONER OF DEEDS

State of: New York

County of: _____

On this _____ day of _____, _____, before me personally appeared _____ to me known to be the same person described in and who executed the foregoing instrument and _he duly acknowledged to me that _he executed the same.

Notary or Commissioner of Deeds Signature