Conviction History Template

Be clear- Don’t make excuses or blame anyone. Keep it short-keep it positive.

- Take responsibility no matter what the circumstances.
- Tell them what has changed your life, why, and how.
- State what you accomplished since your conviction, for example: education, training, jobs, outlook on life.
- Use the term “Required Classes” rather than specific course names like Stress and Anger Management. These may raise red flags in the employer’s mind.
- Talk about the future education and career goals-Don’t skip this step. It is important.
- If you have a copy of your background check, provide it to the employer. This shows initiative and saves the employer time and money. Just what they want in a new employee!
- Close the deal. Tell the employer the skills you have and why they should hire you.

Look at this from the potential employer’s point of view.

- Why should they hire you?
- What will you bring to the company?
- How can the supervisor be comfortable with the decision to give you a chance?

REMEMBER, YOU ARE NOT YOUR CRIME.

Below is a template that can help get you started. Modify and individualize it to make it fit for you and your situation. You need to be confident and comfortable talking about your conviction – it should be second nature. If you pause, have hesitancy or stumble on your words, employers get a red flag.

Use the blanks below to write out how you can talk about your criminal history.
In (year)______________ I made a poor choice and was convicted of (state the conviction)_________________________________ 

I admit that this was a serious error in my judgment and I want to assure you that I have changed.

(explain how you have changed)

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Since that time I have_______________________________

_______________________________________________________________________________

And I learned how to (skills)________________________________________________________

_______________________________________________________________________________

My career goals
are___________________________________________________________

I am prepared to do what it takes to prove that I am a reliable, skilled and capable employee.