Conviction Questions: Examples

One of the most difficult parts of your job search can be figuring out how to answer the “conviction question” on job applications. Here are some examples of how to do it.

Many businesses require you to fill out a job application online or at a kiosk at the workplace. You should answer all questions about your conviction honestly, as in this example. Notice here (see below) how Steve takes advantage of a text field for extra comments about his application to highlight his positive work qualities (e.g., responsible, hard-working, proactive) and is upfront and positive about what happened. He also provides the employer with valuable information and a resource to get more information about hiring incentives.

3. Have you been convicted or received deferred adjudication for a felony under any state or federal law?
   Yes

1. Were you convicted for a federal offense?
   No

Is there anything else we should consider about your application?

I have a conviction from over 10 years ago for larceny (NYS Penal Law § 155.40). I am the kind of person who takes responsibility for my mistakes. I served a sentence and worked full-time while incarcerated, and I took as many vocational training courses as I could while in prison.

I would be more than happy to discuss this in person during an interview with you. Thank you for your consideration.

Steve Jones

P.S. Did you know that your company can receive $2,400 in tax credit and up to $25,000 in free bonding insurance if I am hired? Check out the Work Opportunity Tax Credit and the Federal Bonding Program at www.labor.ny.gov.
After checking Yes, Pam gives the disposition date, court of conviction and section of the Penal Law that corresponds to her offense. She also adds that she applied for a certificate of rehabilitation to show some evidence of her rehabilitation, and that she is eligible for bonding under the Federal Bonding Program.

Hector answers all questions about his convictions honestly and then includes the penal codes for his offenses and the date range when they occurred (had multiple offenses within the same time period over ten years ago). He includes that he has received a certificate of rehabilitation to show evidence of rehabilitation and he also adds that the business can receive a tax credit and bonding insurance if he is hired.