The City of Dunwoody Police Department is currently accepting applications for four (4) open Police Officer positions.

This is the first rank of the Dunwoody Police force that includes certified officers. Certified officers are expected to demonstrate competency in law enforcement procedures. Police Officers work under the general supervision of an assigned Sergeant. They perform a wide range of law enforcement functions including making arrests, issuing traffic tickets, crowd control and investigative work to promote public safety and security, crime prevention and general enforcement of the law.

Minimum Requirements:

- Must be a U.S. Citizen
- Must be a current Georgia certified police officer through P.O.S.T.
- Must have a high school diploma or GED equivalent
- Must possess a valid Georgia Class C driver's license
- Must be 21 years of age
- No felony convictions during your lifetime
- No discharge from any military organization less than an honorable discharge
- No termination for cause from a local, state or federal civil service or merit system job

The above requirements are not all-inclusive.

Salary:
DPD Police Officer Pay Scales

Benefits:

- Vacation Leave
- Holidays
- Sick Leave
- 100% City-Paid Employee Medical Insurance
- 100% City-Paid Employee Dental Insurance
- Vision Insurance
- 100% City-Paid Employee Life/AD&D Insurance
- 100% City-Paid Employee Short-Term Disability Insurance
- 100% City-Paid Employee Long-Term Disability Insurance
- Flexible Spending Accounts (FSA)
- Retirement Savings Plans
- Employee Assistance Program (EAP)
- Education Assistance
- Housing Reimbursement
- Fitness Center Memberships
- Take Home Car Program

For consideration, please send your completed application to jobs@dunwoodyga.gov or mail it to:

City of Dunwoody
Human Resources Department
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Dunwoody Police Department Application

Only candidates that meet all the minimum requirements above will be considered. The City of Dunwoody has been certified as a Drug-Free Workplace by the State Board of Workers' Compensation. All job applicants for the City must undergo testing for the presence of illegal drugs as a condition of employment.

City of Dunwoody
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346
Phone: 678.382.6700 • Fax: 770.396.4705
www.dunwoodyga.gov

Police Department Employment Application

The City of Dunwoody is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, national origin, marital or veteran status, age, disability, prior EEO activity, or genetic information.

Name (Last, First, Middle)	Address (Street, Apt. #)
City, State, Zip Code	Home telephone
Alternate telephone	Email address
Position for which you are applying	Salary desired
Is salary negotiable?	

Instructions: **You must complete this application even if a resume is attached**. **Type or print in ink**. Please answer all questions completely and accurately. If more space is needed, attach additional sheets referring to an applicable section of the application.

This application will be considered active for six (6) months.

The applicant must complete the enclosed forms accurately, legibly, and completely. Do not leave any blank spaces. It is to your advantage to **be absolutely truthful** in answering all questions on your application and during all interviews. A false statement or the omission of requested information is grounds for automatic rejection before appointment or termination after employment. Often, an applicant is suspended from the hiring process due to falsification or omission of information that otherwise would not have disqualified them. If you answer "yes" to a question, you need to be complete in explaining the circumstances. Do not omit an explanation because you think the incident was minor and/or of no importance.

The following documents, along with this employment application, are **required to begin the application process**. They **must be returned in one sealed envelope, separate from but attached to your application**. If you submit your application electronically, these documents **must be scanned along with your application**, and they will be printed and placed in a sealed envelope prior to review of your application packet by the Background Investigator:

- A copy of your high school diploma, certified transcripts, or G.E.D. certificate
- A copy of your birth certificate from the Bureau of Vital Statistics
- A copy of your current valid driver's license
- A copy of your social security card [1]
- DD214 Form, showing an honorable discharge (if applicable)
- Sealed certified college transcripts (if applicable)
- Name change documents – i.e., marriage license, court order, etc. (if applicable)
- Citizenship papers (if applicable) [2]

The completed application and required documents must be returned to the City of Dunwoody Human Resources Department:

City of Dunwoody
Human Resources Department
41 Perimeter Center East, Suite 250
Dunwoody, Georgia 30346
jobs@dunwoodyga.gov

Upon submission, your application will be reviewed for completeness. **If your application is incomplete, it will not be considered**. Applicants whose materials are complete, and who meet minimum requirements, will be processed. A successful applicant will undergo a thorough background check, a polygraph examination, a medical evaluation/drug and alcohol screen, a psychological evaluation, an interview before the Oral Interview Board, a physical agility test, and an interview with the Chief of Police.

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[1] In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. Your Social Security Number will be used to help verify your identity and the information contained on your application, to facilitate the necessary background check, and to ensure that proper records are maintained. Should you be hired, disclosure of your Social Security Number will be required.

[2] This is required for applications for sworn law enforcement positions only. Examples include birth certificate, passport, certificate of citizenship, certificate of naturalization, etc.

Please answer the following questions:

Are you at least 21 years of age?

- ☐ Yes
- ☐ No

Do you have a driver's license?

- ☐ Yes
  State_____License No:_____Expiration date: _____Class: _____
- ☐ No

Are you currently GA P.O.S.T. Peace Officer certified?

- ☐ Yes
- ☐ No

Are you currently up to date with GA P.O.S.T. training hours as of the date of this application?

- ☐ Yes
- ☐ No

Are you in good standing with GA P.O.S.T.?

- ☐ Yes
- ☐ No

Are you now or have you ever been employed by the City of Dunwoody?

- ☐ Yes
- ☐ No
  If yes, when and in what capacity? _____

Have you ever applied for employment with the City of Dunwoody?

- ☐ Yes
- ☐ No
  If yes, please give date. _____

Are any members of your family or any relative, by blood or marriage, employed by the City of Dunwoody?

- ☐ Yes
- ☐ No
  If yes, give name, relationship and department where employed: _____
  _____

Have you ever served on active duty with U.S. Armed Forces?

- ☐ Yes
- ☐ No
  If yes, what branch? _____
  Date entered active duty: _____
  Date discharged/separated: _____
  Final rank: _____
  Type of discharge: _____

List any other names under which you have ever worked, applied for work, or attended school:

_____

Employment desired: _____

- ☐ Full-Time Only
- ☐ Part-Time Only
- ☐ Full- or Part-Time

If you are not available for work now, enter the earliest date you could begin work (mo./day/yr.): _____

If offered employment, will you be able to provide proof of identity/authorization to work in the U.S.?

- ☐ Yes
- ☐ No

Computer Skills:

- ☐ Word
- ☐ Excel
- ☐ Outlook
- ☐ Power Point
- ☐ Other _____

General Computer Knowledge:

- ☐ Basic
- ☐ Intermediate
- ☐ Advanced

Education:

Name of High School	Address (City, State, Zip)	Did You Graduate? Yes No
If you did not graduate from high school, do you have a G.E.D. equivalent? Yes No Date received:		Is the G.E.D. Military or Civilian?

College/University Name/Address (City, State, Zip)	Dates Attended (Mo./Yr.)		Credit Hours Earned		Did You Graduate?	Type of Degree
	From	To	Qtr.	Sem.		
					Yes No	
					Yes No	
					Yes No	

Business, Trade, Technical Schools and other Training	Dates Attended (Mo./Yr.)		Hours Per Week	Certificates Received	Subject Taken
	From	To			

List the name of any profession (Engineering, Law, etc.) that you are licensed to practice.	Date Issued/Date Expires	Issuing Agency	License Number

Employment History:

Complete the entire section in detail. Do not use "see resume." List chronologically all employment for the last ten (10) years including current, part-time, and volunteer employment. All time must be accounted for. Please indicate dates of unemployment for any length of time not employed. Please attach a separate sheet of paper for additional employment history, if necessary. You must complete addresses with zip code and telephone numbers for all employers. Failure to give complete information regarding each job held could result in disqualification.

Name of Present or Last Employer:		
Address:		
Job Title:	Beginning Salary:	Ending Salary:
From: Month Year	To: Month Year	
Supervisor's Name:		Phone Number:
Duties & Responsibilities:		
Reason for Leaving:		

Employer Name:		
Address:		
Job Title:	Beginning Salary:	Ending Salary:
From: Month Year	To: Month Year	
Supervisor's Name:		Phone Number:
Duties & Responsibilities:		
Reason for Leaving:		

Employer Name:		
Address:		
Job Title:	Beginning Salary:	Ending Salary:
From: Month Year	To: Month Year	
Supervisor's Name:		Phone Number:
Duties & Responsibilities:		
Reason for Leaving:		

May we contact your current employer for a reference?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Have you ever been suspended, dismissed or asked to resign from any job?

- ☐ Yes
- ☐ No

If yes, please explain: _____

_____

_____

Have you had any disciplinary action, to include verbal, written warnings, reprimands, suspensions or counselings, taken against you for any employment or position you have held?

- ☐ Yes
- ☐ No

If yes, please provide details or documents: _____

_____

_____

Have you resigned or left a job by mutual agreement for any reason?

- ☐ Yes
- ☐ No

If yes, please provide details: _____

_____

_____

Have you ever applied to or worked with any law enforcement agencies?

- ☐ Yes
- ☐ No
- ☐ If yes, please provide details or documents: _____

_____

_____

_____

Do you own a business or are you a partner or corporate officer in any business or organization not listed previously as a current or former employer?

- ☐ Yes
- ☐ No

If yes, please provide name and address of business, corporation, or organization and describe your relationship or position: _____

_____

Have you ever performed paid or unpaid services for a law enforcement agency not listed as an employer, to include extra duty details and auxiliary?

- ☐ Yes
- ☐ No

If yes, please provide name and address of business, corporation, or organization and describe your relationship or position: _____

_____

Personal References:

(A) Give two (2) personal references (not relatives, former or present employers, fellow employees or school teachers) who are responsible adults of reputable standing in the community, such as property owners or business/professional men or women, who have known you well for the past five (5) years. If retired, give former occupation. Provide complete mailing addresses and phone numbers.

Complete Name:	Relationship:
Home Address:	Home Phone:
Business Address:	Business Phone:
Occupation:	# of Years Acquainted:

Complete Name:	Relationship:
Home Address:	Home Phone:
Business Address:	Business Phone:
Occupation:	# of Years Acquainted:

(B) Give one (1) professional reference. If retired, give former occupation. Provide complete mailing addresses and phone numbers.

Complete Name:	Relationship:
Home Address:	Home Phone:
Business Address:	Business Phone:
Occupation:	# of Years Acquainted:

If you require special accommodations for testing, interviewing or any portion of the application or employment process, please contact the City of Dunwoody Human Resources Department. Any request for special accommodations should be made, if at all possible, at the time your appointment is scheduled. If any accommodation is requested, the applicant must provide verification from an appropriate professional.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

DISCLOSURE AND ACKNOWLEDGMENT [IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

The City of Dunwoody may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may include employment history and reference checks, criminal and civil litigation history information, motor vehicle records ("driving records"), sex offender status, credit reports, education verification, professional licensure, drug testing, Social Security Verification, and information concerning workers' compensation claims (only once a conditional offer of employment has been made). Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request whether a consumer report has been run about you, and the nature and scope of any investigative consumer report, and request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Employment Screening Services, 1401 Providence Park Birmingham, AL 35242, toll-free 866.859.0143 or another outside organization. The scope of this notice and authorization is all-encompassing; however, allowing the City of Dunwoody to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by ESS, another outside organization acting on behalf of the City of Dunwoody. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

California applicants or employees only: By signing below, you also acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

Minnesota and Oklahoma applicants or employees only: Check this box if you would like to receive a free copy of a consumer report if one is obtained by the Company.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Signature of Employee or Prospective Employee _____ Date _____

APPLICANT INFORMATION: TO BE COMPLETED BY APPLICANT: PLEASE USE BLACK INK

The following is for identification purposes only to perform the background check and will not be used for any other purpose.

Print: Last Name		First Name	Middle Initial	Social Security Number[3]
Date of Birth	Drivers License Number	State	Professional License Number	State Type
Current Address:		City	State	Zip Code
Previous Address (Past 7 Years):		City	State	Zip Code
Alias Names (Other names I have been known by):				
Degree Obtained	Year Graduated	Name of School		City and State of School

[3] In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. Your Social Security Number will be used to help verify your identity and the information contained on your application, to facilitate the necessary background check, and to ensure that proper records are maintained. Should you be hired, disclosure of your Social Security Number will be required.

SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records.) Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take adverse action against you- must tell you, and must give you the name, address and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

  In addition, all consumers are entitled to one free disclosure every twelve (12) months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven (7) years old, or bankruptcies that are more than ten (10) years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to be consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identify theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you have more rights under the state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

NOTICE REGARDING BACKGROUND INVESTIGATION
PURSUANT TO CALIFORNIA LAW

Employer (the "Company") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Employment Screening Services, 1401 Providence Park Birmingham, AL 35242, toll-free 866.859.0143. The source of any credit report will be TransUnion, PO Box 2000, Chester, PA 19022-2000, toll-free 800-916-8800.

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

New York Correction Law

Article 23 – A

Licensure and Employment of Persons Previously Convicted of One or More Criminal Offenses

Section

750. Definitions.
751. Applicability.
752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.
753. Factors to be considered concerning a previous criminal conviction; presumption.
754. Written statement upon denial of license or employment.
755. Enforcement.

750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, of any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purpose of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purpose of this article, include membership in any law enforcement agency.

751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public

753. Factors to be considered concerning a previous criminal conviction; presumption.

(1) In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of person previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to this rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals of the general public.

(2) In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

755. Enforcement.

(1) In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

(2) In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.