**SAMPLE CONDITIONAL OFFER LETTER**

[DATE]

**Re: Conditional Offer of Employment & Notice of Conviction Background Check**

Dear [APPLICANT NAME]:

**We are writing to make you a *conditional* offer of employment** for the position of [INSERT POSITION].Before this job offer becomes final, we will check your conviction history. The form attached to this letter asks for your permission to check your conviction history and provides more information about that background check.

As required by Nevada law, **we will NOT consider any of the following information**:

* Arrests that did not result in conviction;
* Convictions that were dismissed, expunged or sealed; or
* An infraction or misdemeanor with no county jail time.

After reviewing your conviction history report, we will **notify you in writing if we plan to revoke (take back) this job offer.**

Unless pursuant to a provision of state or federal law, **we must** consider:

1. **Whether any criminal offense charged against the applicant or committed by the applicant is directly related to the responsibilities of the position for which the applicant has applied or is being considered;**
2. **The nature and severity of each criminal offense charged against the applicant or committed by the person;**
3. **The applicant’s age at the time of the commission of the offense;**
4. **The period of time between the offense and the application;**
5. **Any information, references or documentation demonstrating the applicant’s rehabilitation.**

We will identify conviction(s) that concern us, give you a copy of the background check report, and allow you a **reasonable amount of time [INSERT NUMBER OF DAYS, i.e. 7-10 business days]** to respond with information showing the conviction history report is inaccurate and/or with information about your rehabilitation or mitigating circumstances.

We will review any information you timely submit and then decide whether to finalize or take back this conditional job offer. We will notify you of that decision in writing. Per Nevada law, *written* revocation based on a conviction must:

* Include a statement indicating that the criminal history of the applicant was the basis for the rejection of the offer; and
* Provide an opportunity for the applicant to discuss the basis of the rejection or rescission of the offer with the director of human resources for the appointing authority or a person designated by the director.

Sincerely,

Employer Representative

Enclosure: Authorization for Background Check