



## SAMPLE Rejection of Applicant – Misdemeanor Convictions

Date

Applicant's Name  
Address  
City, State, Zip Code

Dear \_\_\_\_\_ :

On \_\_\_\_ (date) \_\_ you interviewed with \_\_\_\_\_ facility/center) \_\_\_\_\_ and signed a consent form allowing us to conduct a Criminal History check.

As a condition of employment as a law enforcement Officer with the Georgia Department of Corrections, you must be certified with the Georgia Peace Officers Standards and Training Council (P.O.S.T.). One of the P.O.S.T. Council pre-employment requirements is that an applicant has not been convicted of three or more misdemeanors in the immediate past five years.

Our inquiry into the records of GCIC/NCIC revealed that you have had three misdemeanor convictions in the immediate past five years:

<u>Charge</u>	<u>Date</u>	<u>Disposition</u>	<u>Location</u>
Cruelty to Animals	02-04-2000	Paid Fine	_____ Police Dept.
Trespassing	12-01-2000	Paid Fine	_____ County Sheriff Dept.
Shoplifting	03-02-2001	Paid Fine/ Community Service	_____ Police Dept.

These convictions make you ineligible for immediate hiring or training as a Correctional Officer with the Georgia Department of Corrections. Therefore, no further consideration will be given to your application for employment at \_\_\_\_\_ facility/center) \_\_\_\_\_.

Sincerely,

Name  
Title (Appointing Authority)

cc: Betsy Thomas, Director, Human Resources  
Appropriate Division Director