



Crystal Stairs, Inc.

5110 Goldleaf Circle, Suite 150, Los Angeles, CA 90056

Application for Employment



Crystal Stairs, Inc. is an equal opportunity employer. All qualified applicants shall receive consideration for employment without regard to race, color, medical condition as defined by state law, ancestry, religion, sex, national origin, age, marital status, sexual orientation, gender, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.

Are you, your relatives, or friends enrolled in any Crystal Stairs programs? Yes No

If yes, please provide the name and relationship of the person(s) or persons enrolled in Crystal Stairs programs, including yourself:

Which program? **Resource & Referral** **California's Work Opportunities and Responsibilities to Kids (CalWORKS)**
Child Care Assistance Program (CCAP) **Other (Describe):** _____

PERSONAL

NAME	LAST	FIRST	MIDDLE	TELEPHONE NUMBER HOME: ()
ADDRESS	STREET	CITY	STATE	ZIP CODE
WORK/DAYTIME/MESSAGE ()				
PLEASE INDICATE OTHER NAMES YOU HAVE USED WHILE WORKING OR ATTENDING SCHOOL, SUCH AS A FORMER NAME, ETC.				
How or by whom were you referred to Crystal Stairs?	Advertisement (please specify)	CSI Employee	Walk-In	
Crystal Stairs Internet	Other Internet (please specify)	Former Employee	Other Source (please specify)	

POSITION OBJECTIVE

POSITION DESIRED:	DATE AVAILABLE FOR WORK:	SALARY/WAGE DESIRED \$ PER
CRYSTAL STAIRS LOCATION DESIRED:	TYPE OF EMPLOYMENT DESIRED: Full-Time Part-Time On Call Temporary	
IF YOU DESIRE PART-TIME WORK, INDICATE HOURS AND DAYS AVAILABLE: Mon _____ Tues _____ Wed _____ Thu _____ Minimum Hours Acceptable Per Week _____ Fri _____ Sat _____ Sun _____ Maximum Hours Acceptable Per Week _____		
DO YOU HAVE TRANSPORTATION TO AND FROM WORK? Yes No	CAN YOU TRAVEL IF A POSITION REQUIRES IT? Yes No	

GENERAL INFORMATION

HAVE YOU WORKED FOR CRYSTAL STAIRS BEFORE? Yes No	IF YES, INDICATE DEPARTMENT NAME AND POSITION: _____ DATES: _____
DO YOU HAVE ANY RELATIVES EMPLOYED BY CRYSTAL STAIRS? Yes No	IF YES, INDICATE NAME, RELATIONSHIP AND DEPARTMENT
HAVE YOU EVER APPLIED FOR EMPLOYMENT AT CRYSTAL STAIRS? Yes No	IF YES, HAVE YOU EVER TAKEN ANY OF CSI'S PRE-EMPLOYMENT TESTS? Yes No IF YES, WHEN AND WHERE? (APPROXIMATE MONTH AND YEAR)
HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No	GIVE DATES AND CIRCUMSTANCES: (YOU MAY OMIT MARIJUANA-RELATED OFFENSES IF THE CONVICTIONS ARE MORE THAN TWO YEARS OLD, AND MINOR TRAFFIC VIOLATIONS. NOTE: A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT)
HAVE YOU EVER BEEN INVOLUNTARILY DISCHARGED FROM EMPLOYMENT? Yes No	IF YES, INDICATE EMPLOYER, WHEN AND REASON

CRYSTAL STAIRS, INC.

An Equal Opportunity Employer

Please type or print in ink

Application for Employment

DATE OF APPLICATION		
Month	Day	Year

EMPLOYMENT HISTORY List PRESENT or LAST employer first

FURNISH INFORMATION ABOUT EACH PERIOD OF EMPLOYMENT FOR THE LAST TEN YEARS INCLUDING MILITARY AND/OR VOLUNTEER SERVICE; YOU MAY ATTACH ADDITIONAL PAGES IF NECESSARY.				
FROM MO	YR	TO MO	YR	EMPLOYER'S NAME AND COMPLETE ADDRESS (COMPANY NAME, ADDRESS, CITY, STATE AND ZIP CODE)
STARTING SALARY		ENDING SALARY	YOUR JOB TITLE:	IMMEDIATE SUPERVISOR:
				TELEPHONE NUMBER ()
DESCRIPTION OF DUTIES:				
REASON FOR LEAVING				
FROM MO	YR	TO MO	YR	EMPLOYER'S NAME AND COMPLETE ADDRESS (COMPANY NAME, ADDRESS CITY, STATE AND ZIP CODE)
STARTING SALARY		ENDING SALARY	YOUR JOB TITLE:	IMMEDIATE SUPERVISOR:
				TELEPHONE NUMBER ()
DESCRIPTION OF DUTIES:				
REASON FOR LEAVING				
FROM MO	YR	TO MO	YR	EMPLOYER'S NAME AND COMPLETE ADDRESS (COMPANY NAME, ADDRESS CITY, STATE AND ZIP CODE)
STARTING SALARY		ENDING SALARY	YOUR JOB TITLE:	IMMEDIATE SUPERVISOR:
				TELEPHONE NUMBER ()
DESCRIPTION OF DUTIES:				
REASON FOR LEAVING				
FROM MO	YR	TO MO	YR	EMPLOYER'S NAME AND COMPLETE ADDRESS (COMPANY NAME, ADDRESS CITY, STATE AND ZIP CODE)
STARTING SALARY		ENDING SALARY	YOUR JOB TITLE:	IMMEDIATE SUPERVISOR:
				TELEPHONE NUMBER ()
DESCRIPTION OF DUTIES:				
REASON FOR LEAVING				

UNEMPLOYED PERIODS

EXPLAIN ANY UNEMPLOYED PERIODS OF A MONTH OR MORE NOT ACCOUNTED FOR IN YOUR APPLICATION. PROVIDE BEGINNING AND ENDING DATES AND REASON. (YOU MAY EXCLUDE NAMES OF ORGANIZATIONS WHICH MAY REVEAL ANY LEGALLY PROTECTED STATUS)

FROM	TO	REASON
MO YR	MO YR	
FROM	TO	REASON
MO YR	MO YR	

SKILLS

VALID LICENSES/CERTIFICATES:			
KEYBOARDING WPM:	COMPUTER SOFTWARE/PROGRAMS:	OFFICE EQUIPMENT OPERATED:	
LANGUAGES (ANSWER ONLY IF THE POSITION YOU ARE APPLYING FOR REQUIRES PROFICIENCY IN LANGUAGE(S))	SPEAK	WRITE	READ
	SPEAK	WRITE	READ

EDUCATION AND TRAINING INFORMATION

EDUCATION	NAME OF SCHOOL	LOCATION (City, State)	LAST YEAR COMPLETED				DEGREE/DIPLOMA
			9	10	11	12	
High School							
College or University			1	2	3	4	
Graduate School			1	2	3	4	
Other School(s) (trade, etc.)							
PROFESSIONAL OR OTHER ACHIEVEMENTS OR HONORS, INCLUDING PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES OR OFFICES HELD: (YOU MAY EXCLUDE NAMES OF ORGANIZATIONS WHICH MAY REVEAL ANY LEGALLY PROTECTED STATUS)							
VOLUNTEER WORK: (YOU MAY EXCLUDE NAMES OF ORGANIZATIONS WHICH MAY REVEAL ANY LEGALLY PROTECTED STATUS)							

ADDITIONAL INFORMATION

SUMMARIZE JOB-RELATED SKILLS INCLUDING SPECIALIZED TRAINING, APPRENTICESHIP, INTERESTS, OR OTHER INFORMATION HELPFUL IN CONSIDERING YOUR APPLICATION: (YOU MAY EXCLUDE INFORMATION WHICH MAY REVEAL YOUR RACE, COLOR, MEDICAL CONDITION AS DEFINED BY STATE LAW, ANCESTRY, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, SEXUAL ORIENTATION, GENDER, ETHNIC GROUP IDENTIFICATION, MENTAL OR PHYSICAL DISABILITY, PREGNANCY, CHILDBIRTH AND RELATED MEDICAL CONDITIONS, OR ANY OTHER LEGALLY PROTECTED STATUS)

REFERENCES

PROVIDE THE NAME, ADDRESS, COMPANY NAME AND TELEPHONE NUMBER OF THREE PROFESSIONAL REFERENCES INCLUDING FORMER SUPERVISORS
1)
2)
3)

RIGHT TO WORK

AFTER EMPLOYMENT, CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES?	Yes	No
ARE YOU AT LEAST 18 YEARS OLD, OR IF UNDER 18, CAN YOU SUBMIT PROOF OF A WORK PERMIT UPON HIRE?	Yes	No



**CRYSTAL STAIRS, INC.
HUMAN RESOURCES
5150 W. GOLDLEAF CIRCLE, SUITE 300
LOS ANGELES, CA 90056
PHONE: 323-299-8998
FAX: 323-421-1078**



REFERENCE CHECK

MAY WE ASK YOUR PRESENT OR PREVIOUS EMPLOYERS ABOUT YOU FOR REFERENCE CHECKS? Yes No

CERTIFICATION AND SIGNATURE:

FOR YOUR APPLICATION TO BE CONSIDERED, THE FOLLOWING STATEMENT MUST BE READ AND SIGNED:

I hereby certify that all the information contained in this application, and all the statements and representations set forth in any resume or other document submitted together with this application, are complete and true to the best of my knowledge. I understand that any misrepresentation, falsification or omission may result in the denial of my application. I also understand that if hired and such information is found to be false, misrepresented, or if information was omitted, it will be considered grounds for termination of employment.

I authorize the investigation of all statements given in this application, including obtaining information from previous employers. I release all parties and persons from any and all liability and damages that may result from furnishing such information to Crystal Stairs, Inc. as well as from the use or disclosure of such information by Crystal Stairs or any of its agents, employees or representatives.

In consideration of my employment, I agree to conform to the policies and standards of Crystal Stairs, Inc., as amended by Crystal Stairs from time to time in its discretion. **I UNDERSTAND THAT THE EMPLOYMENT RELATIONSHIP AT CRYSTAL STAIRS IS "AT-WILL." "AT-WILL" MEANS THAT EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME AND IS TERMINABLE BY EITHER PARTY WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT ANY TIME EITHER DURING OR AFTER THE INTRODUCTORY PERIOD.** I understand that the "at-will" nature of employment with Crystal Stairs may not be modified or altered in any way whatsoever except by an express written agreement signed by me and the Chief Executive Officer of Crystal Stairs. Further, I understand that no officer, employee or representative of Crystal Stairs other than the Chief Executive Officer has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Nothing in this application shall be construed or interpreted to alter the "at-will" employment relationship between Crystal Stairs and myself.

I further understand that all offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and proof of eligibility to work in the United States. I hereby acknowledge that no contrary representation has been made to me prior to the date on which I have signed this application.

A facsimile or photocopy of my signature below may be used in lieu of the original for obtaining references.

Signature

Date

Please print your name

Social Security Number

Note to previous employers: Please complete the following information.

<i>Hire Date</i>	<i>Termination Date</i>
<i>Position Held</i>	<i>Reason for Termination</i>
<i>Is applicant eligible for rehire?</i>	

BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

In the interest of maintaining the safety and security of our customers, employees and property, _____ (the "Company") will order a "consumer report" (a background report) on you in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes.

The background check company, ADP Screening and Selection Services, will prepare the background report for the Company. ADP Screening and Selection Services is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached by phone at 800-367-5933 or at their Internet Web site address www.adpselect.com.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; credit reports; and drug testing results. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews, except in California where that term means any background report.) The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by ADP Screening and Selection Services or another outside organization.

You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning the Company at ____-____-_____. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

<u>STATE SPECIFIC NOTICES</u>

If you live or work for the Company in the states listed below, please note the following:

CALIFORNIA: You may view the file that ADP Screening and Selection Services has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by coming to their offices, during normal business hours and on reasonable notice, or by mail. You may also ask for a file-summary by telephone. ADP Screening and Selection Services can answer questions about information in your file, including any coded information. If you come in person, another person can come with you, so long as that person can show proper identification.

MAINE: If you ask us, you have the right to know whether the Company ordered an investigative consumer report on you. You may request the name, address, and telephone number of the nearest office for ADP Screening and Selection Services. You will get this information within 5 business days of our receipt of your request. You have the right to ask ADP Screening and Selection Services for a free copy of the report.

MARYLAND: If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

MASSACHUSETTS/NEW JERSEY: If you submit a request to us in writing, you have the right to know whether the Company ordered an investigative consumer report from ADP Screening and Selection Services. You may inspect and order a free copy of the report by contacting ADP Screening and Selection Services.

MINNESOTA: If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the consumer report or investigative consumer report ordered, if any.

NEW YORK: If you submit a request to us in writing, you have the right to know whether the Company ordered a consumer report or an investigative consumer report from ADP Screening and Selection Services, and you will be provided with the name and address of ADP Screening and Selection Services. You may inspect and order a free copy of the reports by contacting ADP Screening and Selection Services. A copy of Article 23A of the New York Correction Law is being provided with this form.

OREGON: If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

WASHINGTON STATE: If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the investigative consumer report we ordered, if any. You also have the right to ask ADP Screening and Selection Services for a written summary of your rights under the Washington Fair Credit Reporting Act. If the Company obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

AUTHORIZATION FOR BACKGROUND CHECKS

After carefully reading this Background Check Disclosure and Authorization form, I authorize the Company to order my background report, including investigative consumer reports. I understand that the Company may rely on this authorization to order additional background reports, including investigative consumer reports, during my employment without asking me for my authorization again as allowed by law.

I also authorize the following agencies and entities to disclose to ADP Screening and Selection Services and its agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to ADP Screening and Selection Services and its agents includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses and substance abuse testing.

I agree the Company may rely on this authorization to order background reports, including investigative consumer reports, from companies other than ADP Screening and Selection Services without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of my personal information on this form is *true and correct* and understand that dishonesty will disqualify me from consideration for employment with the Company, or if I am hired or already work for the Company, that my employment may be terminated.

Last Name _____ First _____ Middle _____

Maiden/Other Names _____ Years Used _____

Social Security Number _____

Driver's License Number _____ State _____

FOR IDENTIFICATION PURPOSES ONLY: Date of Birth ____/____/____ (Month/Day/Year)

Addresses Within The Past Seven Years (use a separate sheet as needed)

Present Street Address _____

City/State/ZIP _____

Prior Street Address _____

From ____/____/____ (Month/Day/Year) To ____/____/____ (Month/Day/Year)

City/State/ZIP _____

<p>_____ Signature</p>	<p>_____/_____/_____ Date: (Month/Day/Year)</p>
<p>If you live or work for the Company in California, Minnesota or Oklahoma: Check this box if you would like a free copy of your background check report: <input type="checkbox"/></p>	

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.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the 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 another 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 identity 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, by September 2005 all consumers will be entitled to one free disclosure every 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 years old, or bankruptcies that are more than 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 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 your 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.
- **Identity 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 may have more rights under 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 Consumer Help (FRCH) P O Box 1200, Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
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 Complaints 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

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, or 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 purposes 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 purposes 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 relief from disabilities or certificate of good conduct. Nothing in 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 persons 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 his 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 or 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.



Crystal Stairs, Inc.

5110 Goldleaf Circle, Suite 150, Los Angeles, CA 90056



Crystal Stairs, Inc. strongly supports the principle of diversity. We encourage applications from women, ethnic minorities, persons with disabilities and veterans.

Equal Employment Opportunity Survey

Under the terms of our Equal Employment Opportunity Program, we are required to submit periodic reports on job applicants. In order to provide accurate information we ask your cooperation in completing this form. **You are under no obligation to do so**, and your responses will not affect your employment opportunity in any way, nor will this be kept in your employment or pre-employment files. Any information you volunteer will be confidential and will be used solely for statistical purposes.

Date:	Position Applied For:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
<p>Ethnicity: (Please check only one box in this section)</p> <p><input type="checkbox"/> White (not of Hispanic or Latino Origin): Persons having origins in any of the original peoples of Europe, North America, or the Middle East</p> <p><input type="checkbox"/> Black/African American (not of Hispanic or Latino Origin): Persons having original in any of the Black racial groups</p> <p><input type="checkbox"/> Latino/Hispanic: Persons having Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race</p> <p><input type="checkbox"/> American Indian or Alaskan Native (not of Hispanic or Latino Origin): Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal community recognition</p> <p><input type="checkbox"/> Asian or Pacific Islander: Persons having origins in any of the original peoples of the Far East, South East Asia, the Indian Subcontinents, or the Pacific Islands, including China, Japan, Korea, the Philippines Islands, Samoa, and India</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander: A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands</p> <p><input type="checkbox"/> Two or more Races.</p>		
<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Person with Disability