

**REFERENCE/CRIMINAL RECORD  
CHECK AUTHORIZATION AND  
RELEASE OF INFORMATION**

JD-ES-295 Rev. 8-17  
C.G.S. §§ 31-51i and 46a-80  
42 U.S.C. § 15601, et. seq.

STATE OF CONNECTICUT  
**JUDICIAL BRANCH**  
[www.jud.ct.gov](http://www.jud.ct.gov)



***Instructions on Back/Page 2.***

**Section 1**

Selection for employment or promotion as a Judicial Branch employee is contingent upon satisfactory completion of a reference and criminal record check. Judicial Branch Policy and Procedures prohibit the unlawful discrimination against persons on the basis of a prior criminal conviction. Information obtained through a reference or criminal record check and provided on this form will be considered for employment purposes if relevant to the position for which you are applying.

By my signature, I authorize the Judicial Branch to obtain from any source they deem appropriate (including, but not limited to, schools, employers, and criminal justice agencies) information relevant to my qualifications for employment. This information may include, but is not limited to, my academic achievement, performance, attendance, disciplinary history, employment history, and criminal record information. I further authorize those contacted to provide the appropriate information.

Signature	Print name	Date
Date of birth	Driver's license number	Driver's license state

Witness (Signature, name and title)

**Section 2 Candidate PREA Disclosure**

I understand that, if hired, transferred, or promoted as a Judicial Branch employee, I may have contact with individuals who are in the custody of the Judicial Branch and certify that the following statements are true (Check all true statements):

- I have never engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution.
- I have never been convicted of engaging or attempting to engage in sexual abuse.
- I have never been civilly or administratively adjudicated to have engaged in sexual abuse or sexual assault.

I certify that the statements made by me on this form are TRUE to the best of my knowledge and belief and are made in good faith and I have not withheld pertinent information. I understand that if I knowingly make any misstatement of facts, I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law or Judicial Branch policies.

Signature	Date
Witness (Name and title)	Date

**Notice:**

You are *not* required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Sections 46b-146, 54-760 or 54-142a of the Connecticut General Statutes.

Criminal records subject to erasure pursuant to Sections 46b-146, 54-760 or 54-142a of the Connecticut General Statutes are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon.

Any person whose criminal records have been erased pursuant to Sections 46b-146, 54-760 or 54-142a of the Connecticut General Statutes shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

# Instructions

## Section 1

Judicial Branch Policy and Procedure - 204 provides that *once the field of candidates has been narrowed through the interview process*, appropriate references must be checked.

A candidate's selection for employment or promotion as a Judicial Branch employee may be contingent upon the satisfactory completion of a reference and criminal record check.

A candidate's approval must be obtained prior to checking his or her references and criminal background. Approval shall be obtained by having the candidate complete and sign Section 1 of the [Reference/Criminal Record Check Authorization and Release of Information \(JD-ES-295\)](#) form.

The [Reference/Criminal Record Check Authorization and Release of Information \(JD-ES-295\)](#) form must be completed and signed in the presence of a Judicial Branch manager, supervisor, or the compliance coordinator involved in the interview and selection process who will witness the candidate's authorization.

The manager, supervisor, or compliance coordinator will review the following items with the candidate(s):

- The Judicial Branch requests that all candidates selected for an interview (for this position) complete an authorization for reference and criminal record check;
- If after the interview, candidates are not being considered for the position, the reference/criminal record check is not conducted for those candidates;
- If any criminal record information obtained from the criminal record check is used as the basis to determine that a candidate is not recommended for the position, the Judicial Branch will notify the candidate in writing.

The panel chair will conduct an appropriate reference check in accordance with the sources identified in Judicial Branch Policy and Procedure - 204.

After the hiring panel determines the final and recommended candidate(s), the appropriate Reference/Criminal Record Check Authorization and Release of Information form must be sent to the respective Division Human Resources office to conduct a criminal record check, or for Administrative Services, External Affairs, and Information Technology candidates, completed forms must be sent to the Human Resource Management unit.

Judicial Branch Policy and Procedure - 103 prohibits the unlawful discrimination against persons on the basis of a prior criminal conviction. The Judicial Branch does *not* disqualify applicants from any position solely because of a prior conviction of a crime.

When considering criminal record information, the panel chair, division human resources, and when appropriate the unit director will consider the following items before making a decision as to the recommendation for hire, promotion, or transfer:

- 1) The nature of the crime and its relationship to the job for which the candidate has applied;
- 2) Information pertaining to the degree of rehabilitation of the convicted person; and
- 3) The time elapsed since the conviction or release.

If any criminal record information obtained from the criminal record check is used as the basis to determine that a candidate is not recommended for the position, notify the Director of Human Resource Management Unit or the designated Judicial Branch EEO Manager.

## Section 2

The Judicial Branch manager, supervisor, or compliance coordinator will also notify candidates that certain job classifications in the Judicial Branch, in the course of their regular duties, may have contact with individuals in the custody of the Judicial Branch.

As such the Judicial Branch, pursuant to federal law, the Prison Rape Elimination Act (PREA), is required to ask candidates the questions provided on Section 2 of the [Reference/Criminal Record Check Authorization and Release of Information \(JD-ES-295\)](#) form.

Section 2 is required for any new hire, transfer, or promotion into a Judicial Branch job classification that may have contact with individuals in the custody of the Judicial Branch.

A list of current job classifications determined by the Judicial Branch to potentially have contact with individuals in the custody of the Judicial Branch can be found in the Appendix to the Judicial Branch Policy Statement for Prison Rape Elimination Act (PREA). Candidates for Job Classifications that are not included in list are not required to complete Section 2.

### ADA NOTICE

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).