LOS ANGELES COMMUNITY COLLEGES
HUMAN RESOURCES
770 WILSHIRE BOULEVARD
LOS ANGELES, CA 90017

REPORT OF CONVICTIONS

This form is required for employment.

Read Instructions shown below carefully before completing. Please print or type and ensure all information is provided as omissions can delay processing.

1. TITLE & LOCATION OF POSITION APPLIED FOR: _____

2. EMPLOYEE:

_____ _____ _____ _____
Last Name First Name Middle Name Suffix

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_____ _____
Social Security No. Date of Birth (MM/DD/YYYY)

Are you currently an employee of the District? ☐ No ☐ Yes, please provide Location, Title of Position & Employee ID Number

_____ _____ _____
Location Title of Position Employee ID Number

3. CONVICTIONS:

Have you ever been convicted? ☐ No ☐ Yes, complete the required information below.

DATE OF ARREST (Month-Day-Year)	**CITY AND STATE OF ARREST**	**CONVICTION AND DISPOSITION** • Length of time served in jail or prison. • Law or Code Violation.	**EXPLANATION** (Optional)
If necessary, use additional sheets of paper: sign and date the bottom of each additional page.			

Failure to account for all convictions may disqualify you from employment with the District, or if already employed, may cause you to be dismissed from employment.

I certify that this Report of Convictions is true to the best of my knowledge and belief.

_____ _____
Signature Date

INSTRUCTIONS

In the spaces above, give complete details for every time you, as juvenile or adult have been convicted (fined, imprisoned, placed on probation, given a suspended sentence, or have forfeited bail) in connection with any offence, in civilian or military life**.** If you submit incomplete information, it will delay the processing of employment.

- List all convictions even though they have been expunged or subsequently dismissed.
- If you use penal code numbers, note that use of incorrect codes will delay processing of your application.
- If you are in doubt, list your conviction and explain.
- If available, you may attach copies of court documents that identify the specific charge or conviction.

Omit any conviction specified in Labor Code 432.8, which refers to various marijuana related offenses that are more than two years old. Do not include minor traffic violations such as parking or speeding unless you were convicted for failure to appear for fine or sentencing. Do not include arrests which resulted in Diversion unless you were convicted for failure to meet the conditions of your program.

Prior to employment you will be fingerprinted for processing through the criminal records system. If you fail to disclose a criminal conviction or provide inaccurate information, you could forfeit employment consideration.

OFFICE OF EMPLOYER EMPLOYEE RELATIONS USE ONLY				
	Clear		Do not clear:	Reviewed/Recommended by & Date:
HEAD OF HUMAN RESOURCES USE ONLY				
	Clear		Do not clear:	Approved by/Date:

Personnel Office: Please submit this form along with the Live Scan Form to the Office of Employer Employee Relations for review. No employee shall commence work prior to getting full clearance by Human Resources.