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

VOLUNTEER REPORT OF CONVICTIONS

This form is required for volunteers.

Please type or print neatly making sure all information is legible and provided as omissions will delay processing.

1. VOLUNTEER:

Last Name _____ First Name _____ Middle Name _____ Suffix _____

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

Are you currently a volunteer of the District? ☐ No ☐ Yes If yes, Location _____

Are you currently an employee of the District? ☐ No ☐ Yes, If yes, provide information below:

Location _____ Position _____ Employee ID Number _____

2. CONVICTIONS:

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

INSTRUCTIONS

In the spaces below, give complete details for every time you have been convicted as an adult (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.

- If you use penal code numbers, note that use of incorrect codes will delay the 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 conviction.

Do not include 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.
Do not include arrests that did not result in convictions, charges that have been dismissed, sealed, expunged, or juvenile records.

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 consideration to volunteer.

DATE OF CONVICTION (Month-Day-Year)	CITY/STATE OF CONVICTION	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 applicable convictions may disqualify you from volunteering with the District.

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

Signature _____ Date _____

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:

Campus Personnel Office: Please submit this form along with the Live Scan Form to the Office of Employer Employee Relations for review. No volunteer shall commence volunteering until receiving full clearance by Human Resources.