



Report of Convictions

Instructions

This form is required for employment.

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

Campus Personnel Office Instructions

Please submit this form along with the Live Scan Form to:

Office of Employee and Labor Relations

770 Wilshire Blvd., 2nd Floor

Los Angeles, CA 90017

No employee shall commence volunteering until receiving full clearance by Human Resources.

1. Title of Position Applied For:

2. Employee:

Last Name

First Name

Middle Name

Suffix

Social Security No.

Date of Birth (mm/dd/yyyy)

Location Applied For

Are you currently an employee of the District?

No

Yes, If yes, provide information below:

Location

Position

Employee ID Number

3. Convictions:

Have you ever been convicted?

No

Yes, complete the required information below.

Instructions for Convictions

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 employment consideration.

Table of Convictions

Date of Conviction (mm/dd/yyyy)	City or State of Conviction	Conviction and Disposition <ul style="list-style-type: none"> • 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 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

Office of Employee and Labor Relations Use Only

Clear

Do not clear

Reviewed or Recommended by and Date:

Head of Human Resources Use Only

Clear

Do not clear

Approved by and Date: