



## CRIMINAL CONVICTION HISTORY REQUEST FORM

*The information requested below is necessary for the specific position for which you have been given a conditional offer of employment. A "yes" answer will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense may, however, be considered.*

*Any information regarding criminal history will be maintained confidentially.*

Last Name (print):	First Name (print):
<p>Have you ever been convicted of a criminal offense (felony or misdemeanor)? A conviction includes a plea, verdict or finding of guilt, regardless of whether a sentence was imposed by the court.</p> <p><b>Please do not consider any of the following:</b></p> <ul style="list-style-type: none"><li>• Arrests or detentions that did not result in a conviction (unless you are out on bail or out on your own recognizance pending trial);</li><li>• Records or information concerning a referral to, and participation in, any pretrial or post-trial diversion program;</li><li>• Convictions that have been judicially dismissed or ordered sealed, expunged, or statutorily eradicated by law;</li><li>• Misdemeanor convictions for marijuana-related offenses that are more than two years old; or</li><li>• Any juvenile arrest, detention, processing, diversion, supervision, adjudication, or court disposition.</li></ul> <p>Yes: _____ No: _____</p>	
<p>If you answered "Yes" to the above question, please indicate the following:</p> <p>Date &amp; Location of each conviction:</p> <p>Penal Code section or Health and Safety Code section for each conviction:</p> <p>Explanation:</p>	
<p>I hereby certify that I have not knowingly withheld any information and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned, have personally completed this form. I understand that any omission or misstatement of material fact on this form will be grounds for rejection of my conditional offer of employment or for immediate discharge if I am employed, regardless of the time elapsed before discovery.</p> <p>Signature: _____ Date: _____</p>	