

**PRE-EMPLOYMENT/CONVICTION DISCLOSURE STATEMENT**  
**Application Supplement**

In accordance with state law and Department policy, the Department of Parks and Recreation requires applicants for particular types of positions to disclose information regarding their criminal history. A conviction or arrest may not automatically disqualify an applicant from employment, but certain types of convictions are a consideration in the hiring process. The type of information you must disclose depends on the position for which you are applying. Failure to disclose information required on this form could result in immediate dismissal, withhold from certification, or rejection. Information entered on this form supplements the information on your application.

**NOTE: This form will be retained in accordance with Government Code 12946. Information given by the applicant is private and confidential; therefore, at no time will any portion of the investigation be revealed to persons other than those authorized to evaluate the results.**

**Completion Instructions**

**I. APPLICANT INFORMATION:** The hiring authority/contact completes this information.

**II. ARREST/CONVICTION INFORMATION:** Per designated classification, applicants complete either Category A or Category B section.

**Category A:** Applicants classified under Category A must fully complete this section, entering all arrests or citations and their disposition, regardless of disposition or when/where they occurred, including arrests for offenses for which trial is now pending (give approximate trial date)(Labor Code 432.7a/d). All incidents must be listed, even those you believe may have been deleted from your official records, except: an arrest and/or conviction that has been sealed, expunged, or destroyed under Penal Code 851.8 and 1203.45, or Welfare and Institutions Code 781 and 389; minor traffic violations for which the fine was \$50.00 or less; any offense that was finally settled in a juvenile court or under a welfare youth offender law; or any arrest which resulted in successful completion of a diversion program and subsequent dismissal. You must list the convictions if you have received a release (per Penal Code 1203.4 or 1203.4A; or Welfare and Institutions Code 1179) or a pardon (per Penal Code 4852.160).

**Category B:** Except as noted, applicants classified under Category B must enter all convictions, regardless of when/where they occurred. Arrests for which trial is currently pending must also be included. The following types of marijuana violations may be excluded if they are more than two years old: Health and Safety Code Sections 11357(b) or (c), or a statutory predecessor thereof; 11360(c); or 11364, 11365, 11550 as they related to marijuana prior to January 1, 1976, or a statutory predecessor thereof. Convictions that have been sealed, expunged, or eradicated, or for which the case has been dismissed (e.g., successful completion of a diversion program) may also be excluded.

**PRIVACY NOTICE**

***Section 1798.17 of the Civil Code requires this notice be provided when collecting personal information from individuals.***

AGENCY California Department of Parks and Recreation		DIVISION Departmentwide
TITLE OF OFFICIAL RESPONSIBLE FOR MAINTENANCE OF THE INFORMATION Director, Department of Parks and Recreation	BUSINESS ADDRESS OF OFFICIAL P.O. Box 942896, Sacramento, CA 94296-0001	TELEPHONE NUMBER (916) 653-8380
AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION Under Section 432.7 of the Labor Code, persons seeking employment as peace officers, or for <i>certain other designated</i> positions in the Department of Parks and Recreation may be asked to disclose arrest or detention information regardless of whether the arrest or detention resulted in conviction, referral, or participation in diversion programs (except successfully <u>completed</u> diversion programs or exonerations). <i>Some other designated positions may be asked for information regarding convictions or arrests pending adjudication.</i> Additional authority Sections: Title 11 California Code of Regulations 701(f) - 703(d), 707(b); Labor Code 432.7, 432.8; Penal Code 11105.		
THE FOLLOWING ITEMS OF INFORMATION ARE VOLUNTARY, ALL OTHERS ARE MANDATORY All information requested on this form is mandatory.		
THE CONSEQUENCES, IF ANY, OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION Participation in the pre-employment investigation is required. Omission or falsification of any item may result in the applicant not receiving full consideration for employment.		
THE PRINCIPAL PURPOSE(S) WITHIN THE AGENCY FOR WHICH THE INFORMATION IS TO BE USED For designated positions, Department of Parks and Recreation regulations require, at a minimum, pre-employment investigations consisting of fingerprinting and inquiry to local, state and national files to disclose criminal records, and personal interviews to determine applicant's suitability for employment.		
KNOWN OR FORESEEABLE DISCLOSURES OF THE INFORMATION PURSUANT TO CIVIL CODE SECTION 1798.24, SUBDIVISIONS (e) or (f) The information given by the applicant and/or that is obtained by the Department Official is private and confidential, and at no time during the investigation or thereafter will any portion of the investigation be revealed to persons other than those authorized to evaluate the results.		

# PRE-EMPLOYMENT ARREST/CONVICTION DISCLOSURE STATEMENT

## Application Supplement

### I. APPLICANT INFORMATION (To be completed by hiring authority/contact.)

APPLICANT NAME (Last, First, Middle) (Print or Type)	CLASSIFICATION FOR WHICH APPLYING	DISTRICT/SECTION
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CATEGORY OF CRIMINAL HISTORY CHECK (See DAM Section 0215.3)

- Category A:** Peace Officers, Communications Operators, Dispatchers, or anyone with access to CLETS terminals or criminal justice offender records.  
*Applicant completes Section II, Category A only, and returns form to hiring authority for signature and processing.*
- Category B:** Licensed Boat Operators, Camp Hosts, anyone having supervisory/disciplinary control over minors or anyone handling money.  
*Applicant completes Section II, Category B only, and returns form to hiring authority for signature and processing.*

### II. ARREST/CONVICTION INFORMATION SEE PRIVACY NOTICE ON INSTRUCTIONS PAGE (To be completed by applicant. See Completion Instructions on Instructions page. If more space is needed for Category A entries, use Continuation page.)

#### Category A

Continuation page attached.

CONVICTION HISTORY (Check applicable box)

- I have never been convicted of any offense. (Skip to applicant signature block.)       I have been convicted of the offenses listed below.

O R D E R O F O F F E N S E	PLACE AND DATE OF ARREST OR CITATION		CHARGE <small>Describe specific charge at time of original arrest. (Example: speeding, drunk driving, petty theft, etc.) Do not just give code section.</small>	CHARGE OF WHICH CONVICTED <small>If original charge was changed, give charge of which convicted. (Example: drunk driving reduced to reckless driving, burglary to trespassing, etc.)</small>	DISPOSITION <small>(Example: guilty, not guilty, dismissed, bail forfeited, forfeited, etc.)</small>	DATE, PLACE AND LENGTH OF CONFINEMENT <small>Show any/all court convictions</small>	LENGTH OF PROBATION AND NAME AND ADDRESS OF PROBATION OFFICER
	City/State	Month/Year					
1st							
2nd							
3rd							
4th							
5th							

<i>I hereby certify that all statements made on this form are true and complete. I understand that omission or falsification of requested information may result in dismissal, withhold from certification or rejection from hire.</i>	APPLICANT SIGNATURE <span style="float: right;">DATE</span>	HIRING AUTHORITY/CONTACT SIGNATURE <span style="float: right;">DATE</span>
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# PRE-EMPLOYMENT ARREST/CONVICTION DISCLOSURE STATEMENT

## Application Supplement

APPLICANT NAME \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

### Category B

ARREST/CONVICTION HISTORY (Check applicable box)

I have never been convicted of any offense\* and I have not been arrested for any offense currently awaiting trial or otherwise pending adjudication. (Skip to applicant signature block.)

I have been convicted of the offenses\* listed below and/or have been arrested for the offenses currently pending adjudication as listed below.

OFFENSE	PLACE AND DATE OF CONVICTION OR ARREST PENDING ADJUDICATION			– FOR CONVICTIONS ONLY –		– FOR ARRESTS PENDING ADJUDICATION ONLY –	
	Type	City/State	Date	Charge Of Which Convicted	Dates Of Confinement	Charge For Which Arrested Pending Adjudication	Anticipated Trial Dates
1st	<input type="checkbox"/> Conviction <input type="checkbox"/> Arrest Pending Adjudication						
2nd	<input type="checkbox"/> Conviction <input type="checkbox"/> Arrest Pending Adjudication						
3rd	<input type="checkbox"/> Conviction <input type="checkbox"/> Arrest Pending Adjudication						
4th	<input type="checkbox"/> Conviction <input type="checkbox"/> Arrest Pending Adjudication						
5th	<input type="checkbox"/> Conviction <input type="checkbox"/> Arrest Pending Adjudication						
6th	<input type="checkbox"/> Conviction <input type="checkbox"/> Arrest Pending Adjudication						
7th	<input type="checkbox"/> Conviction <input type="checkbox"/> Arrest Pending Adjudication						
8th	<input type="checkbox"/> Conviction <input type="checkbox"/> Arrest Pending Adjudication						

I hereby certify that all statements made on this form are true and complete. I understand that omission or falsification of requested information may result in dismissal, withhold from certification or rejection from hire.

APPLICANT SIGNATURE

DATE

HIRING AUTHORITY/CONTACT SIGNATURE

DATE



**PRE-EMPLOYMENT ARREST/CONVICTION DISCLOSURE STATEMENT**  
**Application Supplement Continuation**

APPLICANT NAME

Page \_\_\_\_ of \_\_\_\_

**Category A (Continued)**

OFFENSE	PLACE AND DATE OF ARREST OR CITATION		CHARGE	CHARGE OF WHICH CONVICTED	DISPOSITION	DATE, PLACE AND LENGTH OF CONFINEMENT	LENGTH OF PROBATION AND NAME AND ADDRESS OF PROBATION OFFICER
	City/State	Month/Year	Describe specific charge at time of original arrest. (Example: speeding, drunk driving, petty theft, etc.) Do not just give code section.	If original charge was changed, give charge of which convicted. (Example: drunk driving reduced to reckless driving, burglary to trespassing, etc.)	(Example: guilty, not guilty, dismissed, bail forfeited, forfeited, etc.)	Show any/all court convictions	
6th							
7th							
8th							
9th							
10th							
11th							
12th							

*I hereby certify that all statements made on this form are true and complete. I understand that omission or falsification of requested information may result in dismissal, withhold from certification or rejection from hire.*

APPLICANT SIGNATURE

DATE

HIRING AUTHORITY/CONTACT SIGNATURE

DATE

