

SANTA MONICA COMMUNITY COLLEGE DISTRICT

OFFICE OF HUMAN RESOURCES DISCLOSURE OF CONVICTION RECORD

NAME (*Please print below*)

Last:	First:	Middle:
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ADDRESS

Street:	City:	State:	Zip:
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District Requirement: California Community Colleges are required by the California State Education Code to adhere to the education code provisions in considering applicants with conviction records.

Consequently, applicants considered for employment must be fingerprinted for a Criminal Offender Record check prior to their hire date through the Department of Justice. Additionally, an applicant may be disqualified from an employment interview or dismissed from employment with the Santa Monica Community College District due to specific types of convictions or for failing to disclose convictions at the time of application for employment.

Applicant Instructions: In the spaces below, please provide complete information for every incident you, as a juvenile or adult, have been convicted, fined, imprisoned, placed on probation, given a suspended sentence or have forfeited bail in connection with any offense, in civilian or military life (do not include minor traffic violations such as parking or speeding, \$50.00 fine or less, unless a warrant was issued for your arrest for failure to appear for a fine or sentencing). If you are uncertain whether an arrest led to a conviction, list the arrest and an explanation.

Begin with your first conviction and write as much information as you can in the spaces provided.

INCIDENT 1:

Specifics: Provide approximate date(s), city, state of arrest and conviction.	
Charge(s): Charge or reason given by law enforcement for arrest.	
Ruling: Amount of fine; duration of imprisonment and/or probation.	
Remarks: Explain briefly the events that led to your arrest along with any other particulars not already covered.	

(if additional space is needed, you may use the reverse side)

I have listed all arrests which led to a conviction for a crime

Signature:	Date:	Phone:
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THIS FORM WILL BE KEPT CONFIDENTIAL IN THE OFFICE OF HUMAN RESOURCES

INCIDENT 2:

Specifics: Provide approximate date(s), city, state of arrest and conviction.	
Charge(s): Charge or reason given by law enforcement for arrest.	
Ruling: Amount of fine; duration of imprisonment and/or probation.	
Remarks: Explain briefly the events that led to your arrest along with any other particulars not already covered.	

INCIDENT 3:

Specifics: Provide approximate date(s), city, state of arrest and conviction.	
Charge(s): Charge or reason given by law enforcement for arrest.	
Ruling: Amount of fine; duration of imprisonment and/or probation.	
Remarks: Explain briefly the events that led to your arrest along with any other particulars not already covered.	