Print Form

Long Beach Community College District
Supplemental Employment Application

REPORT OF CONVICTIONS

All applicants must complete this form.

NAME (LAST, FIRST AND MIDDLE)	SOCIAL SECURITY NO.
POSITION APPLYING FOR:	

Because of our responsibility to students and to the public, it is important that we be extremely careful in screening applicants with conviction records. You may be disqualified from an examination, or dismissed from employment with the Long Beach Community College District unless you fill out this form accurately and completely, to the best of your knowledge. In accordance with the Board of Trustees policies and the provisions of the Education Code, all prospective employees are fingerprinted and the fingerprints are submitted for verification.

Have you ever been convicted, fined or placed on probation for any violation of law regardless of any subsequent court action, dismissal or expungement? (Do not include minor traffic violations such as parking or speeding unless a warrant was issued for your arrest for failure to appear for fine or sentencing.) Even if you were told that your record was cleared, you should list all convictions.

Please Check One:

☐ **No** ☐ **Yes** (please complete the information below) **Before being considered for employment, all applicants who have prior convictions will be required to provide an official copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.**

INSTRUCTIONS: In the spaces below, give complete details for every time you have been convicted, fined, placed on probation, sentenced or given a suspended sentence for any violation of law. If you are in doubt, list the conviction and explain. Begin with your first arrest and provide as much information as you can. Use reverse side of this form, if necessary.

				Infraction	Misdemeanor	Felony	Imprisoned	Fined	Probation
Offense (Brief Description)	**Offense Code No.**	**Date Mo/Yr**	**Location (City & State)**						
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐

Declaration

I DECLARE THAT I HAVE READ AND UNDERSTAND ALL OF THE QUESTIONS AND STATEMENTS LISTED ABOVE AND THE ANSWERS I HAVE GIVEN ARE TRUE AND CORRECT.

Signature of Applicant	Date Signed