

**UNIVERSITY OF CALIFORNIA SAN FRANCISCO  
Resume Supplement/Conviction History Form**

*Certain information on this form is required by law. Final candidates must complete this form prior to date of hire. A copy of the completed form is to be retained in the hiring department.*

<b>Name:</b>	_____	_____	_____
	Last	First	M.I.

**Employment History** *(If any, list only those that don't appear on the resume submitted on our jobs website.)*

Employer and Location	Start Date	End Date
Position Title	Ending Salary	

Employer and Location	Start Date	End Date
Position Title		

Employer and Location	Start Date	End Date
Position Title		

**Salary History**

Employer	Ending or Current Salary
Title	

Employer	Ending or Current Salary
Title	

Employer	Ending or Current Salary
Title	

**Reference List**

Name & Relationship	Email	Phone Number
Name & Relationship	Email	Phone Number
Name & Relationship	Email	Phone Number

**Prior or Concurrent UC Employment Information:**

Have you ever worked for UC?
Other names used in previous employment?
Campus Location & Department:  Dates:
Have you retired from the University of California? If yes, please answer following the questions below:
Did you receive UCRP lump sum cash out?
Since your retirement, have you been re-employed in any UC location? If yes, please answer following the questions below:
Campus Location & Department:
Campus Location & Department:
Campus Location & Department:

<p>Do you have relatives employed at UCSF? (Under University policy, a near relative is defined as a spouse, domestic partner, parent, child (including the child of a domestic partner), sibling, in-law or step- relative). If yes, complete the following:</p>		
Name	Department	Relationship to you

At the time of hire, will you be able to submit proof of current work eligibility?     Yes     No

Have you ever been (i) excluded or suspended from participation in any Federal Health Care Program, such as Medicare or Medicaid, or (ii) or debarred from transacting with the government on procurements, grants, and other government funding mechanisms?     Yes (please explain below)     No

For positions designated in the University Title and Pay Plan as non-exempt under the Fair Labor Standards Act and which are not represented by an exclusive bargaining agent, any overtime is compensated at the University's option and discretion either in the form of compensatory time off or in pay.

**Candidate's Statement:** I hereby certify that the information I have provided on my resume is true and complete to the best of my knowledge and I have read and understood all statements on this form. I understand that information on my resume and on this form is subject to verification, and falsification of any information is considered a serious infraction and may result in the termination of my employment with the University upon discovery.

Name (print)	Signature	Date



# UNIVERSITY OF CALIFORNIA SAN FRANCISCO

## Conviction History Form

Last Name		First Name		Middle Initial	
Street Address			Apt. No.	Home Telephone Number (     )     -	
City	State	Zip Code	Other Telephone Number (     )     -		
E-mail Address			Social Security Number		

**Important Reminder: You will be asked to submit a copy of this form each time you are being considered for a position. Please keep a copy for your records.**

1. Do any of the following situations apply to you regarding arrests:                     **YES**                     **NO**
- i) an arrest for which you are currently out on bail or out on your own recognizance pending trial
2. Have you been convicted of any crime by any court, including a military court, *except* as provided below?                     **YES**                     **NO**

A conviction includes a plea RI nolo contendere (no contest), verdict or other finding of guilt and any conviction for which you have received a pardon. However, you do not need to disclose any conviction that fully meets the criteria within one of the categories identified below. If you have more than one conviction, and they all fall within one of the categories identified below, you should check “no” to this question.

- i) any record regarding a referral to or participation in any pretrial or post trial diversion program;
- ii) any conviction where you can demonstrate you have successfully completed a deferred entry of judgment program. If you are currently participating in a deferred entry of judgment program, you must disclose that conviction;
- iii) a conviction where the court has ordered the record sealed, expunged, or statutorily eradicated;
- iv) where an order of dismissal of the case is issue by the court;
- v) a conviction for a traffic offense where the fine was less than \$400;
- vi) a misdemeanor conviction for which probation was successfully completed or otherwise discharged **AND** you can demonstrate that the case has been judicially dismissed under Penal Code section 1203.4. To qualify for omission under Penal Code section 1203.4, an individual must have taken affirmative action to file a petition with the court to have the conviction set aside **AND** been successful in that action;
- vii) a conviction that is more than two years old and is for one of the following violations: (i) Health & Safety Code section 11357 (b) or (c), or any statutory predecessor to that section; (ii) Health & Safety Code section 11360(c), or any statutory predecessor to that section; or (iii) Health & Safety Code sections 11364, 11365, and 11550 as they relate to marijuana prior to January 1, 1976, or any statutory predecessors to those sections; or
- viii) any offense which was finally settled in juvenile court or referred to the youth authority.

If you answered “yes” to questions 1 or 2, please provide the following information for each arrest or conviction. You may voluntarily provide any explanation that you wish to have considered as part of your application, including any evidence of rehabilitation. If you have more than one arrest or conviction that you must disclose, please use an additional piece of paper and attached it to this form.

Violation: \_\_\_\_\_  
 Court: \_\_\_\_\_  
 Date and place of arrest or conviction: \_\_\_\_\_  
 Penalty (fine, sentence, dates of probation): \_\_\_\_\_  
 Name under which arrested or convicted: \_\_\_\_\_  
 Explanation (optional): \_\_\_\_\_

**CERTIFICATION OF APPLICANT (please read carefully):** I hereby certify that all statements made in this Conviction History Form are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statement, regardless of when discovered, may result in my disqualification or dismissal from employment with the University of California, San Francisco.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

## Part II. Frequently Asked Questions

**1. Why am I being asked for information about my arrest and conviction history?** University policy requires that each applicant's conviction history and any pending criminal charges are taken into consideration when determining that person's qualifications for employment to a position designated as "critical". A conviction includes a plea RI nolo contendere (no contest), verdict or other finding of guilt by a court, including a military court, even if no sentence was imposed.

**2. If I have an arrest or conviction in my past, does that automatically rule out University employment?** A conviction history or any pending criminal charges does not automatically preclude University employment generally. Whether a conviction or pending criminal charges will prevent employment in a specific job depends on both the type of conviction or pending criminal charge and the job for which you have applied.

For some University jobs, depending on the nature of the work and the work location, state or federal law may bar people with certain convictions from working in those jobs.

For jobs where a conviction is not an automatic exclusion, the University looks at conviction history and pending criminal charges on a case-by-case basis and evaluates several factors related to the arrest or conviction in determining an applicant's suitability for the job. Those factors include (1) the nature and gravity of the offense; (2) the degree to which the arrest or conviction is related to the duties and responsibilities of the job; (3) age when arrested or convicted; (4) the time elapsed since the arrest or conviction; (5) evidence of rehabilitation; and (6) any other mitigating circumstances.

**3. What if I don't disclose an arrest or conviction that is part of the required disclosure?** If you do not include a conviction or pending criminal charge on the conviction history form that you are required to disclose, that nondisclosure may be considered falsification of your application. Generally, if the information on this form and the information from the Department of Justice and FBI are different, a representative of the University will meet with you and allow you an opportunity to explain the conflict. Depending on the circumstances, failure to reveal a conviction or pending criminal charge that must be disclosed may cause the University not to select you for the job or, if you are already appointed, may lead to termination of your employment. Depending on the circumstances, it may also result in restrictions on future employment with the University.

### 4. What arrests and convictions must I disclose?

#### a) Arrest

You must disclose an arrest for which you are currently out on bail or out on your own recognizance pending trial.

#### b) Convictions

Except for those convictions listed in Question/Answer 5.b. below, you must disclose all convictions by any criminal or military court, and even if pardoned under California Penal Code Section 4852.16.

### 5. Are there any arrests or convictions that I do not need to disclose?

**a) Arrests** - Except as listed in Question/Answer 4.a. above, you do not need to disclose any arrest or detention that did not result in a conviction.

#### b) Convictions

You do not need to disclose the following:

- i) any record regarding a referral to or participation in any pretrial or post trial diversion program;
- ii) any conviction where you can demonstrate that you have successfully completed a deferred entry of judgment program. If you are currently participating in a deferred entry of judgment program, you must disclose that conviction;
- iii) a conviction where the court has ordered the record sealed, expunged or statutorily eradicated;
- iv) a conviction for a traffic offense where the fine was less than \$400;
- v) a misdemeanor conviction for which probation was successfully completed or otherwise discharged **AND** you can demonstrate that the case has been judicially dismissed under Penal Code section 1203.4. To qualify for omission under Penal Code section 1203.4, an individual must have taken affirmative action to file a petition with the court to have the conviction set aside **AND** been successful in that action;
- vi) a conviction that is more than two years old and is for one of the following violations: (i) Health & Safety Code Section 11357 (b) or (c), or any statutory predecessor to that section; (ii) Health & Safety Code Section 11360(c), or any statutory predecessor to that section; or (iii) Health & Safety Code Sections 11364, 11365, and 11550 as they relate to marijuana prior to January 1, 1976, or any statutory predecessors to those sections; or
- vii) any offense which was finally settled in juvenile court or referred to the youth authority.

**6. How will the University use my arrest and conviction information?** All final applicants will be required to complete the conviction history form. The University will conduct a review of this information and if it is determined that you have a disqualifying conviction, you will not be considered for that job. For all applicants that are offered and accept a position, the University will verify the information on the conviction history form by taking and sending your fingerprint through the Live Scan process to the Department of Justice and FBI. If the information you provide on this form is verified as accurate, the University will evaluate your conviction history and pending criminal charges as explained in Question/Answer 2 above. If the information provided by you on the form and the information obtained through the Department of Justice and FBI is different, then the University will follow the steps described in Question/Answer 2 above. Generally, the University will not hire any employee until it has completed the conviction history review process.

### **Notice of Crime Awareness and Campus Security Act**

The University of California, San Francisco's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by The University; and on public property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security, including alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting UCSF's Police Department at (415) 476-1414 or accessing their web site at <http://police.ucsf.edu/clery.htm>