

FOR OFFICE USE ONLY:
HR _____ Date _____

- Qualified
 Hold - must submit:

by: _____

- Rejected for: experience
 education late filing
 verification other:

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE OF SAN FRANCISCO



CLASSIFIED EMPLOYMENT APPLICATION

ANSWER ALL QUESTIONS - TYPE OR PRINT IN INK
READ THE JOB ANNOUNCEMENT BEFORE COMPLETING THIS FORM

Position I am applying for: Class# _____ Title _____		Specialty (if required by announcement)	
Last Name _____		First Name _____	Middle Initial _____
Street Address _____		Apt. No. _____	Home Telephone Number () _____
City _____	State _____	Zip Code _____	Work Telephone Number () _____

□□□-□□-□□□□

Social Security Number

Other surname(s) I have used: _____

You may may not contact my present employer.

I am currently employed by the City and County of San Francisco: Yes No

If yes, Class Number and Title: _____ Start Work Date in this class: _____

Department: _____ Unit or Division: _____

Employment Status: Permanent Civil Service (from a list) Temporary Civil Service (from a list)
 Provisional (not from a list) Exempt from Civil Service

Permanent Class Number if other than a class listed above: _____ Starting Date: _____

I can speak read write the following language(s) besides English: _____

I have a Driver License No Yes--If yes, Number _____ Class: _____ State: _____ Expiration: _____
If required for this job, list license, certificate and/or registration (for example, Registered Nurse License, Engineer's Certificate, etc.):

Title Issued By Number Date Issued Date Expires

Employment Applications

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I have been convicted by a court of an offense: No Yes (you must explain)

The California State Education Code prohibits the San Francisco Community College District from employing individuals convicted of certain sex or controlled substance offenses, as defined in the California Penal Code. Section 87405 of the code also creates several exceptions to the prohibition, and, therefore, conviction is not necessarily a bar to employment. This includes an exception for an applicant whose conviction is dismissed pursuant to Penal code section 1203.4 and/or they have obtained or applied for a certificate of rehabilitation under the Penal Code. It is the applicant’s responsibility to provide proof at the time of application that he/she has obtained these items. Finalists for district employment that possess controlled substance convictions may also qualify for an exception to this prohibition and can be considered for employment if they can successfully provide evidence of at least five (5) years of rehabilitation. Evidence is reviewed by the District’s Committee of Rehabilitation during the application review process and the Board of Trustees makes a final determination on rehabilitation. If you are notified that you have become a finalist for the position, you will have 48 hours to submit evidence of at least five years of rehabilitation. As part of the selection process, you are required to complete a Conviction History Form and submit it with your application if you checked the “yes” box above. The Conviction History form can be obtained at 33 Gough Street or on the web at www.ccsf.edu/hr. You may omit any traffic offense for which the fine was less than \$200, and any record that has been sealed or expunged by the court. Please refer to the Arrest and Conviction Procedures of the District, a copy of which can be obtained at our office address, 33 Gough Street, SF, CA 94103 or viewed at our website (www.ccsf.edu/hr).

CERTIFICATION OF APPLICANT (read carefully): I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false, incomplete, or incorrect statement, regardless of when it is discovered, may result in my disqualification or dismissal from employment with the San Francisco Community College District. I hereby authorize all my employers and schools (unless otherwise noted) to release any and all information concerning me, including information of a confidential or privileged nature. I hereby release any and all employers from any liability or damage which may result from furnishing the information requested.

Date	Signature of Applicant
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LAST NAME **FIRST NAME** **M.I.**

Check appropriate box if you possess one of the following

- High School Diploma
 G.E.D. Certificate
 California High School Proficiency Certificate

COLLEGE: BUSINESS/TRADE SCHOOLS; SPECIAL TRAINING: NAME AND LOCATION	COURSE OF STUDY/MAJOR	UNITS COMPLETED	DATE DEGREE/ CERTIFICATE AWARDED	TYPE DEGREE/ CERTIFICATE

EMPLOYMENT HISTORY - YOU MUST COMPLETE THIS SECTION. Do not attach a resume as a substitute. Begin with your most recent experience, starting with your current job. Be sure to include all experience, regardless of dates, which demonstrates that you meet the minimum requirements as shown on the announcement for the position. **Attach additional sheets if you need more space to describe duties or list former employers.** Describe your duties as completely as possible. Incomplete information may cause a delay in processing your application. If you supervise(d) employees, include the number of employees you supervise(d). If you held more than one position with the same employer, list each separately.

MO/YR TO MO/YR HOURS PER WEEK SALARY REASON FOR LEAVING	EMPLOYER'S NAME AND ADDRESS	TITLE OF YOUR POSITION DUTIES PERFORMED
MO/YR TO MO/YR HOURS PER WEEK SALARY REASON FOR LEAVING	EMPLOYER'S NAME AND ADDRESS	TITLE OF YOUR POSITION DUTIES PERFORMED
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MO/YR TO MO/YR HOURS PER WEEK SALARY REASON FOR LEAVING	EMPLOYER'S NAME AND ADDRESS	TITLE OF YOUR POSITION DUTIES PERFORMED

LAST NAME

FIRST NAME

M.I.

Class No. applying for: _____ Title: _____ Date: _____

Name: _____

(Last)

(First)

(M.I.)

The Department of Human Resources is legally allowed to gather this information. This information which is voluntary will not be used for employment decisions.

Code: Enter the number that applies to you:

1. White (not of Hispanic origin) - Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. Black (not of Hispanic origin) - Persons having origins in any of the Black racial groups of Africa.
3. Hispanic - Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.
4. Asian or Pacific Islander (except Filipino) - Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, and Samoa.
5. Filipino - Persons having origins in any of the original peoples of the Philippine Islands.
6. American Indian or Alaskan Native - Persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

SEX: Check One: Male Female

CCSFHR 02/09

San Francisco Community College District

Conviction History Form

(Please submit a copy of this form for every position you apply. Please keep a copy for your records.)

Part I: Conviction History

1. Name: (Print) _____
2. Position for which you are applying: _____
Position Title _____ Department _____
3. Do any of the following situations apply to you regarding arrests: ___ **YES** ___ **NO**
 - a. an arrest for which you are currently out on bail or out on your own recognizance pending trial;
 - b. if you are applying for a position with regular access to patients at a health care facility (as defined in Health and Safety Code Section 1250), you are required to disclose an arrest under any section specified in Penal Code Section 290; or
 - c. if you are applying for a position with access to drugs and medication at a health facility (as defined in Health and Safety Code Section 1250), you are required to disclose an arrest under any section specified in Health and Safety Code Section 11590.
4. 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, verdict or other finding of guilt. This question includes any conviction for which you have received a pardon. However, you do not need to disclose any conviction that falls 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.

 - a. any record regarding a referral to or participation in any pretrial diversion program.
 - b. any conviction where 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.
 - c. a conviction where the Court has ordered the record sealed, expunged or statutorily eradicated, for which you have documentation.
 - d. a conviction for a traffic offense where the fine was less than \$200.00
 - e. a misdemeanor conviction for which the probation was successfully completed or otherwise discharged and the case has been judicially dismissed under Penal Code 1203.4, for which you have documentation.
 - f. a conviction that is more than two years old and is 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 related to marijuana prior to January 1, 1976, or any statutory predecessors to those sections.
 - g. Any conviction while a juvenile (under 18 years old), unless the job announcement identifies particular convictions that must be disclosed for that particular classification or position, regardless of age when convicted.
5. If you answered "yes" to questions 3 and/or 4, 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. Attach additional page if necessary.

Violation: _____

Court: _____

Date and place of conviction: _____

Penalty (fine, sentence, dates of probation): _____

Name under which convicted: _____

Explanation (optional): _____

6. Finalist applicants with a conviction for a controlled substance offense as defined in Penal code section 87011 that have not had their conviction reversed, dismissed or acquitted and who do not qualify for other exceptions described in Education Code section 87405, may still be considered for employment if they submit evidence of at least five (5) years rehabilitation. Please refer to Part II, Frequently Asked Question #9 of this form for information concerning the type of evidence considered by the District for this determination. A Committee on Rehabilitation will review this evidence and present recommendations to the SFCCD Board of Trustees for a final determination.

For applicable candidates, if you become a finalist applicant, will you submit evidence of five (5) years of rehabilitation? ___ **YES** ___ **NO**

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 San Francisco Community College District.

Signature of Applicant: _____

Date: _____

San Francisco Community College District

Conviction History Form

Part II: Frequently Asked Questions

1. Why am I being asked for information about my criminal conviction history?

The California Education Code section 87405 prohibits the San Francisco Community College District from employing individuals convicted for certain sex or narcotics offenses, as defined in the California Penal Code. Section 87405 also creates several exceptions to this prohibition. This includes an exception for an applicant whose conviction is dismissed pursuant to Penal Code section 1203.4 and/or they have obtained or applied for a certificate of rehabilitation under the Penal Code. In addition, the District may consider finalists for district employment that possess controlled substance convictions if they can successfully provide evidence of at least five (5) years of rehabilitation. Evidence is reviewed by the District's Committee on Rehabilitation during the application review process and the Board of Trustees makes the final determination on rehabilitation.

Generally, you should not disclose any arrest or detention that did not result in a conviction. If you have been arrested and are currently out on bail or on your own recognizance pending trial based on that arrest, however, you must disclose that arrest. Applicants for peace officer positions may be asked to disclose arrest information.

2. If I have an arrest or conviction in my past, does that automatically rule out District employment?

An arrest or conviction history does not automatically preclude District employment generally. Whether an arrest or conviction will prevent employment in a specific job depends on both the type of arrest or conviction and the job for which you have applied.

For some District 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 these jobs. In its job announcements, the District attempts to identify any conviction that precludes employment in a particular job. If you have a conviction that legally disqualifies you from working in a certain classification or position, then that conviction would preclude District employment in that particular job, but it would not rule out City and County employment in other classifications or positions.

For many District jobs, there is no automatic exclusion that would prevent people with convictions from performing the work or in the worksite of that job. For those jobs, the District looks at a conviction history on a case-by-case basis and evaluates several factors related to the 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 conviction is related to the duties and responsibilities of the job; (3) age when convicted; (4) the time lapsed since the conviction; (5) evidence of rehabilitation; and (6) any other mitigating circumstances.

3. What arrests and convictions must I disclose?

a) Arrests

You must disclose the following arrests:

- i) an arrest for which you are currently out on bail or out on your own recognizance pending trial;
- ii) if you are applying for a position with regular access to patients at a health care facility (as defined in Health and Safety Code Section 1250), you are required to disclose an arrest under any section specified in Penal Code Section 290; or
- iii) if you are applying for a position with access to drugs and medication at a health facility (as defined in Health and Safety Code Section 1250), you are required to disclose an arrest under any section specified in Health and Safety Code Section 11590.

b. Convictions

Except for those convictions listed in Question/Answer 4 below, you must disclose all convictions by any criminal or military court, even if pardoned under California Penal Code Section 4852.16.

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

a) Arrests

Except as listed in Question/answer 3.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 diversion program.
- ii) any conviction where 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, for which you have documentation;

- iv) a conviction for a traffic offense where the fine was less than \$200;
- v) a misdemeanor conviction for which the probation was successfully completed or otherwise discharged and the case has been judicially dismissed under Penal Code 1203.4, for which you have documentation;
- 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 and Safety Code Sections 11364, 11365, and 11550 as they related to marijuana prior to January 1, 1976 , or any statutory predecessors to those sections; and
- vii). any conviction while a juvenile (under 18 years old), unless the job announcement identifies particular convictions that must be disclosed for that particular classification or position, regardless of age when convicted.

5. How will the District use my conviction information?

At some point in the hiring process, the District's Human Resources Department will review your conviction history form. It will also verify the information on the form by taking and sending your fingerprints to the Department of Justice. If the information provided by you on the form and the information from the Department of Justice is different, then the District will take the steps described in Question/Answer 6 below.

If you have applied for a job where certain convictions preclude employment, the District will conduct its review at an early stage of the hiring process. If the District determines that you have a disqualifying conviction, then it will not consider you further for that job. If you have applied for a job where there is no conviction that would automatically bar employment, the District will not review or consider your conviction history unless you become a finalist for the job (e.g., your name is referred to a Department off an eligible list). If the information you provide on this form is verified as accurate, the District will evaluate your conviction history as explained in Question/Answer 2 above. If the information from you and the Department of Justice is different, then the District will also take the steps described in Question/Answer 6 below. Generally, the District will not hire any employee until it has completed the conviction history review process.

The San Francisco Community College District limits disclosure of your conviction history on a need-to-know basis.

6. What if I don't disclose an arrest or conviction that is part of the required disclosure?

If you do not include an arrest or conviction on the Conviction History Form that you are required to disclose, that nondisclosure may be considered as falsification of your application. Generally, if the information on this form and the information from the Department of Justice is different, a representative from the District will meet with you and allow you an opportunity to explain the conflict. Depending on the circumstances, failure to reveal a conviction that must be disclosed may cause the District 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 District.

7. What if I am not selected because of my criminal conviction history? (CLASSIFIED APPLICANTS ONLY)

If you are not selected for a job based on your conviction history, you may appeal the decision to the Civil Service Commission unless the rejection is required by federal or state law. Appeals may be filed in writing with the Executive Officer, Civil Service Commission, 25 Van Ness Avenue, Ste. 720, San Francisco, CA 94102. Appeals must be submitted within five business days following the postmarked mailing date of the rejection.

8. Can the San Francisco Community College District (SFCCD) Board of Trustees determine whether an applicant has been rehabilitated as permitted by the California Education Code Section 87405(c)?

A Committee on Rehabilitation, established by SFCCD, will review evidence of five (5) years of rehabilitation submitted by applicant finalists with a conviction for controlled substance offense as defined in Penal Code 87011, other evidence gathered, and will make a recommendation to the SFCCD Board of Trustees regarding whether or not the applicant is sufficiently rehabilitated. The Board will review Committee recommendations in closed session to determine whether the applicant has achieved at least five (5) years rehabilitation. If the Board so determines, the applicant will proceed with the hiring process as a finalist.

9. What should a finalist applicant with a controlled substance conviction submit as evidence of five (5) years rehabilitation?

An applicant may present evidence that includes, but is not limited to, the applicant's personal statement describing their rehabilitation efforts, letters from employers, counselors, or other individuals in position of authority who have knowledge of the applicant's efforts of rehabilitation, any judicial findings of rehabilitation or orders related to the conviction, proof of previous gainful employment, community work, educational achievements, reference information and other evidence requested by the Committee.