



# BERKELEY UNIFIED SCHOOL DISTRICT

Office of Human Resources

2134 Martin Luther King Jr. Way · Berkeley, CA 94704 -1180

Phone (510) 644-6150 · Fax (510) 644-6151

## SUPPLEMENTAL CONVICTION RECORD FORM

Print your name clearly

Telephone Number

Position applying for

**Applicants selected for employment will be fingerprinted and a criminal record check will be made.**

If you answered “**NO**” to the question “Have you ever been convicted of any criminal offense (felony or misdemeanor) other than minor traffic violations?” on the application form, write “**NONE**” in large letters across the boxes below. Sign and date this form and return it to the Human Resources Office.

If you answered “**YES**” to the question on the application form, “Have you ever been convicted of any crime other than minor traffic violations?” Complete the information in the boxes below. Sign and date this form and return it to the Human Resources Office.

- Please note that prior convictions do not necessarily prohibit you from employment. However, *if it is determined that any convictions are not declared, it is cause for automatic exclusion from employment.*
- Information regarding convictions will be held completely confidential, and will only be reviewed by the Human Resources Office staff.
- State laws mandate that we cannot employ or retain in employment any person convicted of any sex offense as defined in Section 44010 of the Education Code. In addition, we cannot employ or retain in employment any person convicted of any controlled substance offense as defined in Section 44011 of the Education Code. The District has the discretion to consider applicants convicted of controlled substance offenses upon submission of acceptable proof (as allowed by law) of rehabilitation for at least five years.
- Convictions for other offenses are reviewed on a case-by-case basis.

Date	Charge (describe completely)	Code #	City and Court	Disposition

*I certify that all statements made are true, and I understand and agree that any misstatement or omission of material facts herein may cause disqualification or dismissal from employment as well as forfeiture on my part of any payment as an employee in the service of the Berkeley Unified School District.*

Signature

Date