



CONFIDENTIAL RECORD OF CONVICTION (Form 101)

If you responded "Yes" to the question regarding criminal history concerning specific Penal Code and Health and Safety Code sections on your application, you are required to report the conviction in writing to the Director of Human Resources using this form, which must be received in our offices prior to the close/first consideration date of the position for which you are applying. A plea of guilty (including nolo contendere pleas and judicial set asides) or a finding of guilt by a court in a trial without a jury is deemed to be a conviction.

No person may be employed who has been convicted of any sex offense as defined under Education Code Section 87010 or any controlled substance offense as defined under Education Code Section 87011 absent evidence of rehabilitation for at least five years, or the person has received a certificate of rehabilitation and pardon pursuant to Title 6 of Part 3 of the Penal Code or if the accusation or information against the person has been released from all disabilities and penalties resulting from the offense pursuant to Section 1203.4 of the Penal Code.

Please note that upon an offer of employment you will be required to use this form to disclose any other convictions separate from the designated penal code and health and safety code sections and will be required to be fingerprinted. The District reserves the right to rescind any offer of employment and/or terminate employment based on the disclosure of criminal convictions or fingerprint results.

In determining whether an applicant should be disqualified from the hiring process or dismissed from employment based on the fingerprint results, the District shall consider the nature and gravity of the offense, the time that has elapsed since the date of the offense, the nature of the position sought or held, and any other factors that reasonably relate to the person's fitness for the specific position.

If you have more than one conviction, obtain additional copies of this form by visiting the Citrus College website or clicking the link on the employment home page. Applicants are required to submit a Confidential Record of Conviction (Form 101) to the Director of Human Resources for every position to which they apply. Please note that a conviction record does not necessarily exclude you from employment with this District. Confidential Record of Conviction forms remain confidential and do not become part of the applicant's application packet; however, these forms become the property of Citrus College and cannot be copied or returned.

POSITION TO WHICH YOU ARE APPLYING

APPLICANT NAME (Please print)

DATE

Conviction Date

Arresting Authority

City and State

Nature of Offense - YOU MUST INCLUDE PENAL CODE OR HEALTH & SAFETY CODE NUMBER

Sentence and/or fine imposed

Remarks (including any information concerning rehabilitation)

I hereby certify that I have divulged all convictions, other than minor traffic violations, concerning specific Penal Code and Health and Safety Code sections.

SIGNATURE _____

Please complete and return this form in an envelope marked "Confidential" and addressed to:

Director of Human Resources, Citrus Community College District, 1000 West Foothill Blvd., Glendora, CA 91741-1899.