LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES-EMPLOYEE RELATIONS UNIT
Report of Convictions/Pending Criminal Court Cases

NAME _____
(PRINT) LAST FIRST MIDDLE

_____
(PROVIDE NAME UNDER WHICH CONVICTED, IF DIFFERENT FROM ABOVE)

_____
STREET

_____
CITY STATE ZIP CODE

_____
TELEPHONE NUMBER

_____
POSITION FOR WHICH APPLICANT IS APPLYING/PERSONNEL OFFICE

MALE ☐ FEMALE ☐

HAIR _____ EYES _____

HEIGHT _____ WEIGHT _____

DATE OF BIRTH _____

DRIVER LICENSE # (or)
IDENTIFICATION _____

SOCIAL SECURITY NO.

_____

INFORMATION:

The District has a responsibility to children and the public which requires that applicants with conviction records and pending criminal court cases be carefully investigated before actual employment. In accordance with the provisions of the Education Code, all prospective employees are fingerprinted and the prints processed for clearance purposes. An individual who either falsifies or neglects to accurately complete this form will be removed or excluded from an eligible list or separated from District service.

INSTRUCTIONS:

A. **Convictions** – In the spaces below, give complete and accurate details for each time you have been convicted, fined, placed on probation, or given a suspended sentence for any violation of law regardless of any subsequent action of dismissal or expungement. You need not included minor traffic violations such as parking or speed, **UNLESS** an arrest warrant was issued because of your failure to appear for fine or sentencing. Although you may have been informed that your record was cleared, you **MUST** list all convictions. If you are in doubt, list the convictions and explain. Begin with your first conviction and provide the information requested.

B. **Pending Criminal Court Cases** – In addition to any convictions, you **MUST** also list all pending criminal court cases. Use the back side of this form if additional space is needed.

Provide the following for each conviction And /or pending criminal court case			Identify conviction and/or pending criminal court case	Provide details of conviction related to amount of fine, length of probation or jail
Date	City	State		

OFFICE USE ONLY

Action	Date	Authorized

I have listed all my convictions and/or court cases and certify that the above is true and correct. My signature below authorizes a District representative to obtain the above referenced record(s).

_____
SIGNATURE DATE