



Contra Costa County Conviction History Form

(Return to Human Resources within 3 Business Days)

Complete and return this form to: Human Resources Department, 651 Pine Street, 2nd Floor, Martinez, CA 94553

Position Applying for (Exact Title):				
Last Name		First Name		Middle Initial
Other Name(s) Used				
Street Address			Apt. No.	Primary Telephone () Number
City	State	Zip Code	Alternate Telephone () Number	
Email Address				
Social Security Number:			Drivers License 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.

CONVICTIONS

Have you ever 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, unless you are applying for a position as a Peace Officer or with a Criminal Justice Agency, 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.

- i) any record regarding a referral to or participation in any pretrial or post trial 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;
- 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 the case has been judicially dismissed under Penal Code Section 1203.4;
- 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 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.

If you answered "YES," 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 need more space, please use an additional piece of paper and attach to this form.

Violation:	
Court:	
Date and place of conviction:	
Penalty (fine, sentence, dates of probation):	
Name under which 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 Contra Costa County.

Date: _____

Signature of Applicant: _____