



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS  
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE  
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2222 FAX (213) 637-0820

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

April 25, 2006

To: Each Supervisor

From: Michael J. Henry  
Director of Personnel

Subject: **A NEW WAY OF LIFE RE-ENTRY PROJECT – TRANSITION OF FORMERLY INCARCERATED PEOPLE BACK INTO THE WORKPLACE**

It is our understanding that an organization known as *A New Way of Life Re-Entry Project* has contacted each Board office asking that the County of Los Angeles support them in their efforts to assist formerly incarcerated individuals with re-entry into their communities by removing questions about criminal convictions from our employment application.

### Background

In October 2005, the San Francisco County Board of Supervisors passed a resolution urging their Civil Service Commission and their Department of Human Resources to review and revise current policies and procedures so that individuals who have been incarcerated or convicted are not unreasonably denied employment. Pursuant to that resolution, their Department of Human Resources is currently creating procedures for collecting conviction information separate and apart from the application. Their initial, draft procedures are as follows:

- For positions where convictions are a statutory bar to employment (e.g., peace officers), applicants will be required to submit a "Conviction History Form" at the time the application is submitted.
- For positions where convictions are not a statutory bar to employment, applicants will not submit a Conviction History Form with their application. However, once the exam is completed and hiring managers send out canvass letters, the applicants will be required to submit a Conviction History Form if they are interested in the position.

All applicants will still be required to submit a Conviction History Form and its contents will be reviewed and evaluated before employment can begin. Further, each applicant's conviction history will be reviewed on a case-by-case basis based on factors similar to

those used by the County of Los Angeles (nature and gravity of the offense, job nexus, time elapsed since conviction, age of applicant at the time, etc.).

Our review of applicable laws and employment applications from other jurisdictions indicates the following:

- The U. S. Equal Employment Opportunity Commission guidelines allow for asking questions on employment applications related to criminal convictions if there is a disclaimer indicating a conviction does not necessarily remove a person from employment consideration.
- The California Department of Fair Employment and Housing Fact Sheet on what an employer can ask applicants and employees states that asking job-related questions about convictions is acceptable, "...except those convictions which have been sealed, or expunged, or statutorily eradicated."
- The applications for the State of California and the Counties of San Bernardino and Santa Barbara contain question(s) about criminal convictions with disclaimers that convictions will be evaluated for each position and are not necessarily disqualifying.

The current employment application for the County of Los Angeles (copy attached) was most recently updated in 2001 and 2004. In 2001, the reference to juvenile convictions was removed, and in 2004, language was added to address Worker's Compensation fraud. Staff from the Office of County Counsel approved both sets of revisions. The application also states that "not all convictions constitute an automatic bar to employment."

We have consulted with staff from County Counsel who concur with us that our request for an applicant's history of criminal convictions is appropriate. The current Los Angeles County practice is consistent with your Board's 1998 resolution, which requires that departments identify sensitive positions in their organization and ensures that the employees hired into such positions do not have criminal backgrounds incompatible with their assignments.

If you have any questions, please call me at (213) 974-2406, or your staff may contact Susan Toy Stern, Chief Deputy Director, at (213) 974-2631.

MJH:STS  
SKT:SC

Attachment

c: David E. Janssen, Chief Administrative Officer  
Raymond G. Fortner, Jr., County Counsel

I: 63-06 MJH memo to Board

**COUNTY OF LOS ANGELES  
EMPLOYMENT APPLICATION  
INFORMATION SHEET**

*Department of Human Resources*  
24-Hour Job Information Hotlines:  
Open Competitive: (800) 970-5478  
Transfers/Promotional Opportunities for current  
County employees: (213) 974-8335  
TTY: (800) 899-4099 <http://dhr.lacounty.info>

*Please Read Carefully*

**1. COMPLETING YOUR APPLICATION:**

- a. THE APPLICATION SHOULD BE COMPLETE AND ACCURATE BEFORE SIGNING. INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED.
- b. Your SOCIAL SECURITY NUMBER MUST BE INCLUDED for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- c. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the bulletin.

**2. MINIMUM OR SELECTION REQUIREMENTS** are listed in the examination bulletin.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THE REQUIREMENTS. The information you provide will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the bulletin. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the bulletin states otherwise. Report it as "volunteer" or "unpaid" in the box for monthly salary. Experience is evaluated on the basis of a verifiable 40-hour week.

**3. APPLICATION DEADLINE:**

- a. If the bulletin has a closing date, submit the application and all required information as listed on the bulletin by the specified deadline. **POSTMARKS WILL NOT BE ACCEPTED. LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- b. Applications for positions designated "**Apply in Person**" must be filed in person at the address given. Filing may be closed without notice.

**4. PROMOTIONAL EXAMINATIONS:**

- a. Please list separately the PAYROLL TITLE for each job. Do not group your experience. If more space is needed, attach additional sheet(s) to your application. Specify the beginning and ending dates for each job. If you have been promoted, do NOT list all of your time with the County under your present payroll title.
- b. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated in the examination bulletin, it will not be considered unless it is verified in writing by your department's Human Resources Office. A signed Verification of Experience letter must be filed with your application or submitted by the last day for filing, or it will not be accepted.
- c. Permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or as otherwise indicated on the bulletin.

**5. VETERANS PREFERENCE CREDIT** of 10 points will be added to your final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- a. During a declared war; or
  - b. During the period April 28, 1952 through July 1, 1955; or
  - c. For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
  - d. In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.
- This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans Preference Credit. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**6. CHANGE OF NAME OR ADDRESS** should be reported in writing immediately to the department to which you submitted

your application. Include your Social Security Number, former name and/or address, as well as your new name and/or address and the title(s) and number(s) of the examination(s) for which you have applied.

**7. EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION POLICY:**

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE EXAMINATION BULLETIN. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**8. RECORD OF CONVICTIONS:** A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**



# County of Los Angeles

## EMPLOYMENT APPLICATION

### Department of Human Resources

24-Hour Job Information Hotlines:  
 Open Competitive: (800) 970-5478  
 Transfers/Promotional Opportunities: (213) 974-8335  
 TTY: (800) 899-4099 <http://dhr.lacounty.info>

Please Print →

Last

First

Middle

1a. EXAM NUMBER		1b. EXAMINATION TITLE		OFFICIAL USE ONLY		<input type="checkbox"/> ACCEPTED <input type="checkbox"/> DENIED			
2. SOCIAL SECURITY NUMBER (needed for record control purposes)				Analyst		Date			
3. NAME Last		First		M.I.					
OTHER NAMES USED IN EMPLOYMENT Last		First		M.I.					
4. ADDRESS Number		Street		Apt. #					
City		State		Zip					
5a. HOME PHONE			5b. BUSINESS/MESSAGE PHONE			Final Score	Group	Veterans Credit	Withhold Date
5c. E-MAIL ADDRESS									
6. Please check all areas in which you would accept employment. You will be considered only for areas checked.									
A. <input type="checkbox"/> Any Area (If you check this box, no need to check any other area boxes.)		B. <input type="checkbox"/> Antelope Valley Palmdale/Lancaster		C. <input type="checkbox"/> San Fernando Valley Burbank/Glendale/Northridge/Santa Clarita		D. <input type="checkbox"/> San Gabriel Valley Pasadena/Monterey Park/El Monte/Pomona		E. <input type="checkbox"/> Metro Los Angeles/West Hollywood/Eagle Rock	
G. <input type="checkbox"/> South Inglewood/ Compton /Willowbrook/Watts		H. <input type="checkbox"/> East Montebello/ Downey /South Gate/Whittier		I. <input type="checkbox"/> South Bay/Harbor Carson/Torrance/Long Beach/Hermosa Beach					
7. Indicate the type of appointment you will accept:				A. <input type="checkbox"/> Full-time Permanent (40 hours per week)		B. <input type="checkbox"/> Temporary		C. <input type="checkbox"/> Recurrent, As Needed, or Seasonal	
8. Shifts you are willing to work:									
A. <input type="checkbox"/> Day		B. <input type="checkbox"/> Evening		C. <input type="checkbox"/> Night		D. <input type="checkbox"/> Rotating		E. <input type="checkbox"/> On Call	
F. <input type="checkbox"/> Weekend		G. <input type="checkbox"/> Any							
9. Do you know any language other than English? <input type="checkbox"/> YES <input type="checkbox"/> NO				If YES indicate language(s):					
A. _____		B. _____		C. _____					
<input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write		<input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write		<input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write					
10. Have you ever been a County of Los Angeles employee? <input type="checkbox"/> YES <input type="checkbox"/> NO				If "YES," please complete the following information.					
Employee Number		Payroll Title		Item Number		Department Number		Employment Status:	
Department								<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Recurrent	
11. If a license or certificate (including Bilingual Certificate) is required for this job, list those you possess and provide dates of expiration.									
License or Certificate		Number		Date Issued		Expiration Date			
12. To qualify for employment you must be either (a) a citizen of the United States of America, or (b) a registered alien with government permission to work in this country. Does either statement (a) or (b) describe your status as a resident of this country? <input type="checkbox"/> YES <input type="checkbox"/> NO									
13. Do you claim Veterans Credit? (Veterans Credit is applicable to open competitive examinations only.) <input type="checkbox"/> YES <input type="checkbox"/> NO									
If "YES," attach a copy of your DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service. (See Application form Information Sheet for Veterans Credit criteria.)									
14. Have you ever been fired or asked to resign? <input type="checkbox"/> YES <input type="checkbox"/> NO									
If "YES," please attach an explanation with the name and address of the company, and the date and the reason for the termination.									
15. Have you ever been convicted of a misdemeanor or felony by a criminal or military court? <input type="checkbox"/> YES <input type="checkbox"/> NO									
If "YES," please complete the Record of Convictions section below.									
List all convictions. <b>Attach an additional sheet if necessary.</b>									
NAME (Please Print) Last		First		M.I.					
OTHER NAMES USED									
SOCIAL SECURITY NUMBER		DATE OF BIRTH		Month		Day		Year	
OFFENSE or CASE NAME (Give Penal or other code section if known)						CASE NUMBER			
CONVICTION/ORDER DATE		Month		Day		Year		LOCATION OF COURT	
								City	
								State	
SENTENCE or FINE									

**EDUCATION:** High School Graduate?  YES  NO If "NO," number of years completed in High School \_\_\_\_ GED Certificate  YES  NO  
 Show courses you have completed that are required and others directly related to the job for which you are applying. In order to receive CREDIT FOR COLLEGE WORK, be sure to include a copy of your diploma, transcript, or certificate unless otherwise directed by the job bulletin.

NAME AND LOCATION OF COLLEGES OR SCHOOLS ATTENDED	DATES ATTENDED	CREDITS COMPLETED		MAJOR SUBJECT OR COURSE	UNITS COMPLETED IN MAJOR	DEGREES OR CERTIFICATES RECEIVED
		SEMESTER	QUARTER			
	FROM					
	TO					
	FROM					
	TO					
	FROM					
	TO					

**REQUIRED OR RELATED COURSES:** (Attach an additional sheet if necessary to list all courses completed)

SCHOOL	COURSE NAME	UNITS	SCHOOL	COURSE NAME	UNITS

**WORK EXPERIENCE:** Beginning with your most recent experience, please account for all employment and any periods of unemployment in the last ten years. Include self-employment, military service, and volunteer work related to the job for which you are applying. Also list any jobs held more than ten years ago which relate to the duties of the job for which you are applying. Please list separately the PAYROLL TITLE of each job in which you have been employed. Describe the work you did as completely as possible and list each job separately. If you need additional space to describe your duties, you may attach a resume or additional documents to further describe your qualifications unless otherwise directed by the job bulletin. All the requested information **MUST** be completed.

PRESENT/LAST EMPLOYER or COUNTY DEPARTMENT			PAYROLL TITLE (for each title use a separate section)				NUMBER YOU SUPERVISED
EMPLOYER'S ADDRESS			DUTIES				
CITY/STATE			ZIP CODE				
FROM			TO			TOTAL MOS. WORKED	
Month	Day	Year	Month	Day	Year		
HOURS PER WEEK		SALARY		REASON FOR LEAVING		Are you employed by this company now? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," may we contact your employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/>					
EMPLOYER or COUNTY DEPARTMENT			PAYROLL TITLE (for each title use a separate section)				NUMBER YOU SUPERVISED
EMPLOYER'S ADDRESS			DUTIES				
CITY/STATE			ZIP CODE				
FROM			TO			TOTAL MOS. WORKED	
Month	Day	Year	Month	Day	Year		
HOURS PER WEEK		SALARY		REASON FOR LEAVING			
		HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/>					
EMPLOYER or COUNTY DEPARTMENT			PAYROLL TITLE (for each title use a separate section)				NUMBER YOU SUPERVISED
EMPLOYER'S ADDRESS			DUTIES				
CITY/STATE			ZIP CODE				
FROM			TO			TOTAL MOS. WORKED	
Month	Day	Year	Month	Day	Year		
HOURS PER WEEK		SALARY		REASON FOR LEAVING			
		HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/>					

**Certification of Applicant:** I certify that all statements made in this application and on any attachments included are true and complete to the best of my knowledge. I understand that any false statement(s) of material facts or omissions may subject me to disqualification or dismissal.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

COUNTY OF LOS ANGELES

How did you learn about this position?

- A.  Ad    B.  County Employee    C.  County Bulletin Board    D.  Campus Recruitment    E.  Library  
F.  Job Fair    G.  Internet    H.  Job Hotline    I.  Other

**EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE**

Exam Number: \_\_\_\_\_ Exam Title: \_\_\_\_\_

The following voluntary information is requested for the County of Los Angeles to evaluate its hiring practices and to prepare reports required by law for the State and Federal Government. This form will be detached from the employment application. This information will be confidential and will **NOT** be used to make a decision about your employment.

A. Please mark the group that best describes your race/ethnicity.				B. Gender			
1. <input type="checkbox"/> White	3. <input type="checkbox"/> Black/African American (not of Hispanic origin)	5. <input type="checkbox"/> Hispanic/Latino (Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race)		<input type="checkbox"/> Female			
6. <input type="checkbox"/> American Indian (subject to verification)	7. <input type="checkbox"/> Asian or Pacific Islander (excluding Filipino)	8. <input type="checkbox"/> Filipino		<input type="checkbox"/> Male			
DATE OF BIRTH	Month	Day	Year	NAME	Last	First	M.I.
<input type="checkbox"/> Disabled – A person with a disability is an individual who: (1) has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; (3) is regarded as having such an impairment or medical condition.							

AFTER FIVE DAYS RETURN TO

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**FIRST CLASS MAIL**

PLACE  
FIRST  
CLASS  
POSTAGE  
HERE