



# GLENN COUNTY PERSONNEL DEPARTMENT

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## CONFIDENTIAL

### PERSONAL HISTORY STATEMENT

The County of Glenn conducts a background investigation on employees, volunteers and contractors/vendors. The following actions may prevent you from passing the background investigation: failure to disclose information; falsifying information; withholding information; failure to answer all questions on this form completely and accurately. The above actions may also cause your name to be withheld from the County of Glenn certification list, result in rejection during probation, or termination.

We treat all criminal history information as private and confidential. Only the County of Glenn employees authorized to evaluate background records are allowed access.

#### PERSONAL INFORMATION

Full Legal Name (First, Middle, Last Suffix)		Social Security Number
Other names used (e.g., also known as names, maiden name)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth
Address		
Number and Street		
City	State	ZIP Code
Contact Numbers and Email Address		
Cell Phone	Home Phone	Work Phone
Email address		

#### LEGAL INFORMATION

Check the correct box for each question. If you require more space, attach an additional sheet with clarifying comments, your signature and date.

You are not required to list any of the following convictions:

- Minor traffic violations (e.g., unsafe driving, running a stop light, seat belt or parking).
- Offenses settled in the juvenile court or under the welfare youth offender law or if you were discharged from the control of the Youthful Offender Parole Board under the Welfare and Institutions Code Sections 1179 and 1772.
- Convictions that have been expunged or dismissed pursuant to law.

- Convictions which resulted in participation in any diversion program.
- Convictions which have been sealed by a court.
- Convictions which were deleted under the Health and Safety Code Section 11361.5.
- Pardons granted under Penal Code Section 4852.16.

If you have any questions regarding convictions you are required to list, consult your legal counsel.

1. Other than those identified above, have you **ever** been convicted of a misdemeanor?

Yes       No

2. Other than those identified above, have you **ever** been convicted of a felony?

Yes       No

If you answered Yes to Questions 1 or 2 above, you must list the conviction details below.

Date	Location (City, State)	Charges (Theft, possession, DUI)	Sentence (Fine, probation, jail)	Type of Conviction (Misdemeanor, felony)

3. Do you currently have criminal charges pending against you?       Yes       No

If you answered Yes to Question 3, you must list the details of the pending charges below.

Date	Location (City, State)	Nature of Charges (Theft, possession, DUI)

4. Are you currently under any formal or informal supervision, such as probation or parole, for a conviction of any state or federal violation?       Yes       No

If you answered Yes to Question 4, you must list the conviction details below.

Date	Location (City, State)	Type of Conviction (Misdemeanor/ Felony)	Probation or Parole	Period of Time

If you identified any convictions above, you may provide additional information regarding the circumstances of the conviction along with any diversion programs or rehabilitation efforts completed.

- List the places you have lived, worked or attended schools during the last five years. You must identify what other Cities, Counties, States or Countries you have lived. If additional space is needed, attach additional pages.

Location (City, County, State, Country)	From Date	To Date

**EMPLOYMENT INFORMATION**

- Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? (Applicants who have been rejected during a probationary period, or whose dismissals or terminations have been overturned, withdrawn [unilaterally or as part of a settlement agreement] or revoked need not answer “Yes”.)  
 Yes       No
- Have you ever entered into any written agreement with a state agency in which you agreed not to seek or accept subsequent employment with the state or any state agency (GC 108720.45)?  
 Yes       No

If you answered Yes to question 6 and/or 7, you must provide date, business/department name, and a detailed explanation. If additional space is needed, attach additional pages with explanation, your signature, and date.

**CERTIFICATION**

I hereby certify that I have personally completed and signed this form and any attached supplemental pages(s) and that all statements made are true and complete to the best of my knowledge and belief. I understand that falsifying, withholding information, failure to answer all questions completely and accurately, and misstatement of a material fact on the Personal History Statement may subject me to disqualification, have my name withheld from the County of Glenn certification list, or if I have been appointed, disqualify me from continued employment with the County of Glenn.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_