

# University of California, Berkeley

## Employee/Applicant Release and Disclosure Form

**Disclosure:** Background checks are required for staff employees hired, transferred, promoted, reclassified or reassigned to certain sensitive positions, or for the security of University resources. If the background check reveals a criminal conviction or other information relevant to that position you may be disqualified from holding that position. Your background check may contain the following:

- Criminal records (fingerprints)
- Civil records
- Driver's license status
- Social security verification
- Credit reports
- Employment history
- Other (specify) \_\_\_\_\_

**Authorization:** I understand that I am required to furnish the attached information for the University's use in determining my qualifications for a position which has been classified as sensitive by the University of California, Berkeley. I authorize my current employer, previous employers, and any law enforcement agency to release to the University any information about me which said current or previous employer or law enforcement agency may have in its possession. Unless already prohibited by law, this includes but is not limited to any data or materials involving disciplinary matters that are currently sealed. It also includes any data or materials involving disciplinary matters which the employer has promised to withhold pursuant to any agreement to which I am a party. I agree that a photocopy of this Authorization may be accepted by any law enforcement agency or by my current or former employer in the same manner as the original. I hereby expressly waive any requirement that I be provided prior or contemporaneous notice (either oral or written) of the agency's or employers release of information or documents about me to the University.

I further understand that to the extent the University is prohibited by law from sharing confidential reports about me that it receives either from a law enforcement agency or from a current or former employer, I am entitled to receive summaries of the contents of the reports upon request.

**Release:** I hereby release, discharge and exonerate any person, agency or entity supplying information and documents about me to the University pursuant to the above Authorization from any and all liability of every nature and kind arising out of the furnishing of such information and documents.

I understand that the University has sole authority to designate which positions or responsibilities require background checks.

**Certification:** I hereby certify that all statements on the attached background check form are true and correct to the best of my knowledge and belief. I understand that the University of California, Berkeley solicits this information and may solicit additional information so as to be informed of my previous record and character. I further understand and agree that any misrepresentation, falsification, or omission of facts by me may constitute good cause for corrective action, up to and including my disqualification, release or dismissal from University employment. I also understand and agree that my employment with the University of California is conditioned upon the University's determination that the results of this background check are satisfactory. I further agree and understand that future criminal behavior by me may be considered in a review of employment status by the University of California.

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

\_\_\_\_\_  
Witness signature Date

*Complete other side.*

Print name: \_\_\_\_\_  
Last First Middle

Date of birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Other names you have used: \_\_\_\_\_

Current address: \_\_\_\_\_  
Street City State Zip How long?

How long have you lived in California? \_\_\_\_\_

Have you ever been convicted of any felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever paid a citation (i.e., traffic ticket)? Yes \_\_\_\_\_ No \_\_\_\_\_

**Include** any conviction with a dismissal per 1203.4 PC.

**Exclude:**

- Convictions for marijuana-related offenses for personal use more than two years old (as specified in H&S 11361.5)
- Traffic violations for which the fine imposed was \$300 or less

If **yes**, please describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case:

\_\_\_\_\_  
\_\_\_\_\_

**Note:** A "yes" response will not necessarily disqualify you from consideration for employment. Failure to disclose will be viewed as a possible bar to employment.

Are you out on bail or released on your own recognizance pending trial? Yes \_\_\_\_\_ No \_\_\_\_\_

If **yes**, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**Note:** A "yes" response will not necessarily disqualify you from consideration for employment. Failure to disclose will be viewed as a possible bar to employment.

**State Private Notice**

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is to conduct background checks. University policy and federal statute authorize the maintenance of this information.

Furnishing all information on this form is **mandatory**— failure to provide such information may result in determination that the applicant is ineligible for employment.

The University official responsible for maintaining the information on this form is the Assistant Vice Chancellor— Human Resources, the University of California, Berkeley.

**Note:** Applicant/Employees will receive a summary of criminal background information. Original materials are confidential.