



MEMORANDUM

DATE: June 25, 2010

TO: All State Personnel Officers

/s/ SUZANNE M. AMBROSE

FROM: Suzanne M. Ambrose
Executive Officer

SUBJECT: STATE EMPLOYMENT APPLICATION, STD 678

Effective June 25, 2010, the State Personnel Board (SPB) has revised the State Examination/Employment Application, Std. 678 Form. Upon receipt of this memo, please recycle any existing supply of the previous version of the form and replace it with the revised version.

The following changes to the Std. 678 form have been made:

- Removal of Question 10 on page 1 of the application, which read:
Have you ever been convicted by any court of a misdemeanor crime of domestic violence?
- Removal of Question 11 on page 1 of the application, which read:
Have you ever been convicted by any court of a felony?

The revised form is available from the Forms Management Center, Department of General Services (DGS) and online at http://www.spb.ca.gov/jobs/stateapp_adobe.htm.

Applicants testing or applying for a classification to which a criminal record is pertinent will now also complete the Criminal Record Supplemental Questionnaire form ([Attachment A](#)). Departments utilizing the on-line application process for currently posted examinations and job recruitments should contact their assigned SPB On-Line Analyst to incorporate the Criminal Record Supplemental Questionnaire form into the automated process. Future on-line examinations and job postings will include the Criminal Record Supplemental Questionnaire form when requested by the department.

If you have any questions, please contact your assigned SPB Analyst listed on [Attachment B](#).

Attachments

[Attachment A](#)
[Attachment B](#)

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STATE OF CALIFORNIA – STATE PERSONNEL BOARD

CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(CREATED 6/2010)

Not all Examinations require this Criminal Record Supplemental Questionnaire. Please review the Examination Bulletin to determine if the questionnaire is required before completing.

PRINT OR TYPE – PLEASE SEE INSTRUCTIONS ON THE NEXT PAGE

Applicant Identification Number (Easy ID)

FIRST 3 LETTERS OF LAST NAME AT BIRTH	<input type="text"/> <input type="text"/> <input type="text"/>	MONTH OF BIRTH	<input type="text"/> <input type="text"/>	DAY OF BIRTH	<input type="text"/> <input type="text"/>	LAST 4 DIGITS OF SOCIAL SECURITY NUMBER	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Applicants Name (last)	(First)	(M.I.)	Easy ID
Mailing Address (Number)	(Street)	E-mail Address	Work Telephone Number
(City)	(County)	(State)	(Zip Code)
			Home Telephone Number

Exam Title(s) for which you are applying:

Recruitment Number:

Answer the following Questions:

1. Have you ever been convicted by any court of a misdemeanor crime of domestic violence? **YES** **NO**
2. Have you ever been convicted by any court of a felony? **YES** **NO**

Explanations

CERTIFICATION – IMPORTANT – PLEASE READ BEFORE SIGNING – if not signed, your application may be rejected.

I certify under penalty of perjury that the information I have entitled on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize all agencies to release any information they may have concerning the information provided on this supplemental application to the State of California.

Applicant's Signature

Date Signed

CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(CREATED 6/2010)

INSTRUCTIONS

Read the following instructions carefully before completing this Criminal Record Supplemental Questionnaire. If the Examination Bulletin requires this Criminal Record Supplemental Questionnaire to be submitted with your application, you must complete all sections and answer the required questions completely and accurately.

Applicant Identification Number (Easy ID) – Enter the required tracking information on the Criminal Record Supplemental Questionnaire: the first three letters of your last name at birth, the month and day of your birth and the last four digits of your Social Security Number.

Easy ID – The Easy ID represents a compilation of the data collected from the Applicant Identification Number section. Please provide the Easy ID established from your Online Employment Center (OEC) profile you created to complete your application. If you are unable to determine your Easy ID, please leave it blank.

Exam for which you are applying – Fill in the title(s) of the examination for which you are applying as it is listed on the examination bulletin.

Recruitment Number – Fill in the Recruitment Number(s) of the examination for which you are applying as it is listed on the Examination Bulletin.

Questions 1 & 2 – Answer these questions only if required on the Examination Bulletin.

Explanations – Use this section to explain the details of any response that requires additional information. Be thorough and attach additional sheet(s) if needed.

Signature – Your signature and the date signed is required. If the Criminal Record Supplemental Questionnaire is not signed, it may be rejected.

NOTE: Your completed Criminal Record Supplemental Questionnaire and other examination-related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code Section 18934. This Criminal Record Supplemental Questionnaire and other confidential information **will not be returned**; therefore, we recommend that you keep a copy for your personal records. Your rights to inspect your examination papers are set forth in Sections 186-189 of Title 2 of the California Code of Regulations, which can be accessed on the State Personnel Board's website at www.spb.ca.gov.

SPB DEPARTMENTAL CONTACT ASSIGNMENTS

	SPB On-Line Team Member	Consult Level	E-mail Address	Telephone Number
AG	Ava Graham	Technician	AGraham@spb.ca.gov	(916) 651-9980
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KA	Kamal Atwal	Analyst	KAtwal@spb.ca.gov	(916) 651-1189
GF	Gina Forman	Manager	GForman@spb.ca.gov	(916) 651-6718

Dept Code	Department	Tech	Analyst
2399	Aging, CA Dept of	AG	VK
D699	- Commission on Aging		
8199	Agricultural Labor Relations Board	TO	JS
0199	Air Resources Board	AG	KA
H199	- CA Environmental Protection Agency		
A399	Alcohol & Drug Programs, Dept of	AG	MMJ
8599	Alcoholic Bev Control, Dept of	TO	KA
8499	- Alcoholic Beverage Control Appeals Bd		
6899	Arts Council	TO	PR
F799	- School for Arts, CA State		
2799	Boating and Waterways, Dept of	TO	MMJ
K499	Child Support Services, Dept of	GK	VK
8699	Coastal Commission, CA	AG	MMJ
9299	- S.F. Bay Conversion & Development		
8299	Community Colleges, CA	AG	JS
E999	Community Services & Dev, Dept of	GK	KA
3999	Conservation, Dept of	AG	VK
6299	Conservation Corps, CA	TO	VK
4299	Consumer Affairs, Dept of	GK	KA
G799	- Prvt Postsecondary & Voc Ed, Council		
5199	Controller's Office, CA State	GK	MMJ
7099	Corporations, Dept of	AG	VK
L099	Correctional Peace Ofc Stds & Trng	TO	MMJ
4199	Corrections & Rehabilitation, Dept of	GK	MMJ
41**	- All Youth & Adult Facilities		
B599	- Board of Prison Terms		
C299	- Youth & Adult Correctional Agency		
M799	PLATA - CA Prison Healthcare SVCS	GK	JS

Dept Code	Department	Tech	Analyst
M299	Del Mar Cnty Fair, 22nd Dist Ag Assn	GK	MMJ
A799	Developmental Services, Dept of	AG	JS
J499	Earthquake Authority, CA	TO	MMJ
3299	Education, State Dept of	TO	KA
J899	Electrical Oversight Board	TO	VK
1099	Emergency Management Agency, CA - (formerly Office of Emergency Services)	GK	VK
4699	Employment Development Dept	TO	VK
F899	- Employment Training Panel		
K699	- Workforce Investment Board		
L499	- Labor & Workforce Dev Agency		
6599	Energy Resources Cons & Dev Com	GK	KA
H499	Env Health Hazard Assessmt, Ofc of	GK	MMJ
5599	Equalization, Board of	TO	VK
C799	Exposition & State Fair, California	AG	JS
B499	Fair Employment & Housing, Dept of	GK	KA
8399	Fair Political Practices Commission	AG	MMJ
3399	Finance, Dept of	AG	MMJ
M999	-Financial Information Systems for California		
9799	Financial Institutions, Dept of	GK	JS
4999	Fish and Game, Dept of	TO	VK
3199	Food and Agriculture, Dept of	GK	MMJ
3130	- Fairs & Expositions/Agric Assoc		
7799	Forestry & Fire Protection, Dept of	TO	VK
1399	- Dept of Resources Agency		
6399	- Office of State Fire Marshal		
N099	- Delta Stewardship Council		
N199	- Sacramento-San Joaquin Delta Conservancy		
7299	Franchise Tax Board	GK	KA
L199	Gambling Control Commission, CA	GK	JS
0599	General Services, Dept of	TO	VK
C499	- Administrative Law, Office of		
L399	- California Power Authority		
K299	- Children & Families First Comm., CA		
D199	- Emergency Med Services Auth		
K799	- LA Rivers & Mtns Csnvncy, San Gabriel		
9599	- Law Revision Commission, CA		
1999	- Org & Econ, Comm. on CA State Gov		
1299	- Public Employees Relations Board		
C199	- Santa Monica Mountains Conservancy		
0799	- Seismic Safety Commission		
6099	- State & Consumer Services Agency		
J599	- State Independent Living Council		
E399	- State Mandates, Commission on		
2599	- Status of Women, Commission on the		
E499	- Tahoe Conservancy, CA		

Dept Code	Department	Tech	Analyst
A999	- Transportation Commission, CA		
A499	Health Care Services, Dept of	AG	MMJ
6999	Highway Patrol, California		
5099	- Business Trans & Housing Agency	AG	MMJ
K099	- Intercity High Speed Rail Commission		
6799	Horse Racing Board, CA	GK	JS
2699	Housing & Community Dev, Dept of	AG	KA
4399	Housing & Finance Agency, CA	GK	VK
3499	Industrial Relations, Dept of	GK	MMJ
K199	Inspector General, Office of the	TO	VK
4799	Insurance, Dept of	TO	VK
9899	Integrated Waste Mgmt Board, CA	GK	JS
5299	Justice, Dept of	TO	VK
2099	Lands Commission, State		
H799	- Delta Protection Commission	AG	JS
9199	- Native American Heritage Commission		
1199	Legislative Council, Bureau of	TO	KA
M499	Library, CA State	AG	MMJ
E699	Lottery Commission, CA State	AG	MMJ
K899	Managed Health Care, Dept of	GK	JS
G699	Managed Risk Medical Ins Board	TO	KA
A599	Mental Health, Dept of	AG	MMJ
A540	Metropolitan State. Hospital	AG	MMJ
4899	Military, Department of	GK	MMJ
3899	Motor Vehicles, Dept of	AG	KA
L799	Orange Co Fair, 32nd Dist Ag Assn	GK	KA
2999	Parks and Recreation, Dept of	AG	VK
G299	Peace Officer Stds & Trng, Comm	TO	MMJ
C999	Personnel Administration, Dept of	GK	VK
7599	Personnel Board, State	GK	VK
H399	Pesticide Regulation, Dept of	TO	VK
1699	Postsecondary Ed Commission	AG	JS
4124	Prison Industry Authority	TO	MMJ
3699	Public Defender, State	AG	KA
7199	Public Emp. Retirement Sys, CA	TO	VK
M599	Public Health, Dept of	AG	JS
7499	Public Utilities Commission	GK	KA
7399	Real Estate, Dept of	AG	JS
G899	- Office of Real Estate Appraisers		
0499	Rehabilitation, Dept of	AG	KA
6199	Science Center, California		
G599	- Afro-American Museum Gen Fund	AG	MMJ
5399	Secretary of State	GK	MMJ
A699	Social Services, Dept of		
3099	- Health & Human Services Agency	TO	JS
H899	State Audits, Bureau of	TO	MMJ

Dept Code	Department	Tech	Analyst
M699	State Chief Info Officer, Office of - (formerly Dept. Tech Svcs 2499)	GK	JS
9399	State Compensation Insurance Fund	AG	VK
A899	Statewide Health Plng & Dev, Office of	TO	KA
7699	Student Aid Commission, CA	TO	VK
7999	Teacher Credentialing, CA Comm	AG	JS
8999	Teacher's Retirement Sys, State	AG	KA
G999	Toxic Substances Control, Dept of	AG	JS
4499	Transportation, Dept of	TO	KA
A299	- Office of Traffic Safety		
5499	Treasurer's Office, CA State	AG	JS
C899	- Alt Energy Fin Auth, CA		
G499	- CA Tax Credit Allocation Commit		
D599	- Debt Advisory Commission, CA		
D599	- Debt Limit Allocation Committee, CA		
B299	- Ed Facilities Authority, CA		
C599	- Health Facility Financing Authority, CA		
B999	- Industrial Dev Fin Advisory Com, CA		
9699	- Pollution Control Finance Auth, CA		
K599	- Scholarshare Investment Board		
F599	- School Finance Authority, CA		
G199	Unemployment Ins. Appeals Board	AG	KA
3799	Vets Affairs, Dept of	TO	VK
1899	Victims Comp & Gov Claims Board	TO	VK
5799	Water Resources Control Board	AG	KA
5699	Water Resources, Dept of	AG	MMJ