

**PERSONAL HISTORY STATEMENT**

DGS OHR 48 (New 5/2016)

The Department of General Services (DGS) conducts a background investigation on employees prior to offering employment and the granting access to certain facilities. We submit your fingerprints to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) to obtain a criminal history report. We compare the DOJ and FBI criminal history report to your Personal History Statement (PHS) to identify discrepancies, inconsistencies, or omissions.

The following actions may prevent you from obtaining or continuing employment with DGS:

- Failure to disclose.
- Falsification of information.
- Withholding of information.
- Failure to answer all questions on this form completely and accurately.

We treat all criminal history information as private and confidential. Only DGS employees authorized to evaluate background records are allowed access. We retain the PHS and make it available for your review, but we do not provide copies.

**Section A. Identifying Information**

LAST NAME	FIRST NAME	MI	SOCIAL SECURITY NUMBER
HOME ADDRESS	CITY	STATE	CONTACT PHONE NUMBER
DATE OF BIRTH	SEX	OTHER NAME(S) YOU HAVE USED, INCLUDING MAIDEN NAME(S)	

**Section B. 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 do not need to list any of the following convictions on your PHS:

- Minor traffic violations (e.g., unsafe driving, running a stop light, seat belt, or parking).
- Offense 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 §§ 1179 and 1772.
- Conviction which resulted in participation in any diversion program.
- Conviction which has been sealed by a court.
- Conviction which was deleted under the Health and Safety Code § 11361.5.
- Pardon granted under Penal Code § 4852.16.

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

Yes                      No

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

Yes                      No

If you answer **Yes to questions 1a or 1b above, then**, you must provide the **date, location, charges**, and **sentence** related to each conviction:

Date	Location (City, State)	Charge (e.g., DUI, theft, possession, bodily injury)	Sentence (e.g. fine, probation, jail)

2. Do you currently have criminal charges pending against you?

Yes No

If you answer **Yes**, you must provide the **date, location**, and **nature of charges** pending against you.

Date	Location (City, State)	Nature of Charges (e.g. DUI, theft, possession, bodily injury)

3. Are you currently out on bail or on your own recognizance for any current arrest?

Yes No

If you answer **Yes**, you must provide the **arrest date, location**, and **reason for the arrest**.

Date	Location (City, State)	Reason for Arrest (e.g. DUI, theft, possession, bodily injury)

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 answer Yes, you must provide the **date, location, type of conviction, probation or parole, and period of time.**

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

**5. Certification**

**Read carefully before signing.**

I understand that falsification, withholding of information, or failure to answer all questions completely and accurately on the Personal History Statement may prevent me from obtaining or continuing employment with the Department of General Services.

SIGNATURE	DATE
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**For DGS OHR Personnel Use Only**

**Section C. Recommendation**

Approved      Disapproved, if disapproved:      Do not reconsider      May reconsider\_\_\_\_\_

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DEPARTMENT DESIGNEE SIGNATURE	DATE
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