

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
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

1. 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.

NOTE: YOU MUST LIST ALL CONVICTIONS REGARDLESS OF HOW LONG AGO THEY OCCURRED. UNLESS A RECORD WAS SEALED, IT REMAINS ON YOUR REPORT DURING YOUR LIFETIME.

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**, then, you must provide the **date**, **location**, **charges**, and **sentence** related to each conviction: **ATTACH AN ADDITIONAL SHEET IF NECESSARY**

Date	Location (City, State)	Charge (e.g., DUI, theft, possession, bodily injury)	Sentence (e.g. fine, probation, jail)
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STATE OF CALIFORNIA
PERSONAL HISTORY STATEMENT
DGS OHR 48 (Rev 10/2019)

DEPARTMENT OF GENERAL SERVICES
Office of Human Resources

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)
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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)
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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
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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

Section C. Recommendation (For DGS OHR Personnel Use Only)

Approved
Disapproved, if disapproved: Do not reconsider May reconsider
Comments

DEPARTMENT DESIGNEE SIGNATURE

DATE

Department of General Services Privacy Notice on Information Collection

This notice is provided pursuant to the Information Practices Act of 1977, California Civil Code Sections 1798.17 & 1798.24 and the Federal Privacy Act (Public Law 93-579).

The Department of General Services (DGS), Office of Human Resources, is requesting the information specified on this form pursuant to CA Penal Code section 11105(b)(10).

The principal purpose for requesting this data is to conduct background investigation and collect personal history information. The information provided will/may be disclosed to a person, or to another agency where the transfer is necessary for the transferee agency to perform its constitutional or statutory duties, and the use is compatible with a purpose for which the information was collected and the use or transfer is accounted for in accordance with Section 1798.25.

Individuals should not provide personal information that is not requested.

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested to DGS, or if the information provided is deemed incomplete or unreadable, this may result in denial of employment with DGS.

Department Privacy Policy

The information collected by DGS is subject to the limitations in the Information Practices Act of 1977 and state policy ([see State Administrative Manual 5310-5310.7](#)). For more information on how we care for your personal information, please read the [DGS Privacy Policy](#).

Access to Your Information

DGS Office of Human Resources is responsible for maintaining collected records and retaining them for 5 years. You have a right to access records containing personal information maintained by the state entity. To request access, contact:

DGS Office of Human Resources
707 3rd Street, West Sacramento, CA 95605
(916) 376-5400