



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](#)

CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE
(REV. 02/2012)

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 BACK 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:

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 entered 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
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CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(REV. 02/2012)

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. 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.

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 necessary.

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 Application and other confidential information **will not be returned**; therefore, we recommend that you keep a copy of your completed Application 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
PLEASE NOTE: THIS LISTING IS FOR DEPARTMENTAL USE ONLY. ALL APPLICANTS WITH QUESTIONS SHOULD CALL 1-866-844-8671.

The first point of contact is your technician. Please cc your analyst

	SPB On-Line Team Member	Consultant Level	E-mail Address	Telephone Number
CB	Cynthia Burg	Technician	Cynthia.Burg@spb.ca.gov	(916) 651-5297
AG	Ava Graham	Technician	AGraham@spb.ca.gov	(916) 651-9980
GK	Gail Kuboi	Technician	Gail.Kuboi@spb.ca.gov	(916) 651-0926
TO	Tonya Odums	Technician	Tonya.Odums@spb.ca.gov	(916) 651-0949
KA	Kamal Atwal	Analyst	Kamal.Atwal@spb.ca.gov	(916) 651-1189
SG	Stephanie Gladden	Analyst	Stephanie.Gladden@spb.ca.gov	(916) 651-5307
EA	Eleanor Alcantara	Analyst	Eleanor.Alcantara@spb.ca.gov	(916) 651-3016
JS	John Southworth	Analyst	John.Southworth@spb.ca.gov	(916) 651-7842

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

Dept Code	Department	Tech	Analyst
M799	PLATA - CA Correctional Health Care Services	GK	EA
M299	Del Mar Cnty Fair, 22nd Dist Ag Assn	GK	EA
A799	Developmental Services, Dept of	AG	JS
J499	Earthquake Authority, CA	TO	EA
3299	Education, State Dept of	TO	KA/SG
J899	Electrical Oversight Board	TO	JS
1099	Emergency Management Agency, CA - (formerly Office of Emergency Services)	GK	JS
4699	Employment Development Dept	TO	JS
F899	- Employment Training Panel		
K699	- Workforce Investment Board		
L499	- Labor & Workforce Dev Agency		
6599	Energy Resources Cons & Dev Com	GK	KA/SG
H499	Env Health Hazard Assessmt, Ofc of	GK	EA
5599	Equalization, Board of	AG	JS
C799	Exposition & State Fair, California	AG	KA/SG
B499	Fair Employment & Housing, Dept of	GK	KA/SG
8399	Fair Political Practices Commission	CB	EA
3399	Finance, Dept of	TO	EA
M999	-Financial Information Systems for California		
9799	Financial Institutions, Dept of	GK	JS
4999	Fish and Game, Dept of	CB	JS
3199	Food and Agriculture, Dept of	GK	EA
3130	- Fairs & Expositions/Agric Assoc		
7799	Forestry & Fire Protection, Dept of	TO	JS
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	EA
L199	Gambling Control Commission, CA	GK	JS
0599	General Services, Dept of	TO	JS
C499	- Administrative Law, Office of		
L399	- California Power Authority		
K299	- Children & Families First Comm., CA		
D199	- Emergency Med Services Auth		
K799	- LA Rivers & Mtns Csvncy, 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	EA
6999	Highway Patrol, California	AG	EA
5099	- Business Trans & Housing Agency		
K099	- Intercity High Speed Rail Commission		
6799	Horse Racing Board, CA	GK	EA
2699	Housing & Community Dev, Dept of	AG	KA/SG
4399	Housing Finance Agency, CA	GK	JS
3499	Industrial Relations, Dept of	GK	EA
K199	Inspector General, Office of the	CB	JS
4199	Insurance, Dept of	TO	JS
9899	Integrated Waste Mgmt Board, CA	GK	JS
5299	Justice, Dept of	TO	JS
2099	Lands Commission, State	AG	EA
H799	- Delta Protection Commission		
9199	- Native American Heritage Commission		
1199	Legislative Council, Bureau of	TO	KA/SG
M499	Library, CA State	AG	EA
E699	Lottery Commission, CA State	AG	EA
K899	Managed Health Care, Dept of	GK	KA/SG
G699	Managed Risk Medical Ins Board	TO	EA
A599	Mental Health, Dept of	AG	EA
A540	Metropolitan State. Hospital	AG	EA
4899	Military, Department of	GK	EA
3899	Motor Vehicles, Dept of	AG	JS
L799	Orange Co Fair, 32nd Dist Ag Assn	CB	KA/SG
2999	Parks and Recreation, Dept of	CB	JS
G299	Peace Officer Stds & Trng, Comm	CB	EA
C999	Personnel Administration, Dept of	GK	JS
7599	Personnel Board, State	GK	JS
H399	Pesticide Regulation, Dept of	TO	JS
1699	Postsecondary Ed Commission	AG	JS
4124	Prison Industry Authority	TO	EA
3699	Public Defender, State	AG	KA/SG
7199	Public Emp. Retirement Sys, CA	TO	JS
M599	Public Health, Dept of	AG	JS
7499	Public Utilities Commission	GK	KA/SG
7399	Real Estate, Dept of	AG	JS
G899	- Office of Real Estate Appraisers		
0499	Rehabilitation, Dept of	CB	EA
6199	Science Center, California	AG	EA
G599	- Afro-American Museum Gen Fund		
5399	Secretary of State	GK	EA
A699	Social Services, Dept of	TO	KA/SG
N499	- California Health Benefit Exchange		
3099	- Health & Human Services Agency		
H899	State Audits, Bureau of	TO	EA

Dept Code	Department	Tech	Analyst
M699	State Chief Info Officer, Office of - (formerly Dept. Tech Svcs 2499)	GK	EA
9399	State Compensation Insurance Fund	AG	JS
1799	State Coastal Conservancy	CB	KA/SG
A899	Statewide Health Plng & Dev, Office of	TO	JS
7699	Student Aid Commission, CA	TO	JS
7999	Teacher Credentialing, CA Comm	CB	JS
8999	Teacher's Retirement Sys, State	CB	EA
G999	Toxic Substances Control, Dept of	AG	EA
4499	Transportation, Dept of	TO	JS
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		
E599	- 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	CB	KA/SG
3799	Vets Affairs, Dept of	AG	JS
1899	Victims Comp & Gov Claims Board	TO	JS
5799	Water Resources Control Board	AG	KA/SG
5699	Water Resources, Dept of	TO	EA