


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: January 13, 2006

Code: HR 2006-03

To: CSU Presidents

Supersedes: FSA/AF 77-01
FSA/RTS 79-01
FSA 82-42
FSA/RTS 83-01

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **Employment Applicant Information**

It is the policy of the California State University (CSU) that campuses and the Chancellor's Office are required to obtain, at a minimum, specific information as described below on applicants who will be offered CSU positions. The identified information does not need to be secured for each applicant but only for applicants who are going to be offered CSU positions. The information needs to be secured **prior to an offer of employment**. Additionally, the applicant needs to certify that the information provided in the application process is true and correct. A sample certification is provided below. Systemwide Human Resources recognizes that campus and Chancellor's Office processes for faculty, staff, student and/or management recruitment vary and the Employment Applicant Information policy is designed to accommodate these varying practices. Each campus determines the best way to secure and document receipt of the required information. As determined appropriate by the hiring authority or delegate, the campus and/or Chancellor's Office may require additional applicant information and the information may be required for more than just those applicants to whom an offer of employment may be extended.

Minimum information to be obtained on potential employees prior to offer of employment:

- ◆ **Personal Data:** Name (previous names), address, home telephone
- ◆ **Work Authorization:** If hired, employee will be required to furnish proof he/she is legally authorized to work in the United States. Can he/she furnish such proof?
- ◆ **Employment Interest:** Position for which the applicant is applying.
- ◆ **Employment Record:** Name/address/phone number of previous employers, employment dates, supervisor, position title and duties. Reason for leaving. Permission to contact former employers.

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SOSS Director

- ◆ **Educational History**
- ◆ **Employment of Minors (as applicable):** Is the applicant over the age of 18? If not, can he/she furnish a work permit indicating right to work?
- ◆ **Driver's License (as applicable):** The position for which the applicant applied may require the use of a state vehicle for state business. If the applicant is offered and accepts a position, can he/she furnish proof of a valid California driver's license?
- ◆ **Criminal Background History:**
 - Has the applicant ever been convicted of any crime as an adult (except traffic violations other than felonies)? A conviction includes a plea, verdict or finding of guilt, regardless of whether a sentence was imposed by the court. (Note: A conviction will not necessarily disqualify an applicant from employment.) The applicant need not provide information about marijuana possession convictions for a violation of Health and Safety Code Section 11357(b) or (c), Section 11360(c), or Section 11364, 11365, or 11550 that occurred more than two years ago.
 - Has the applicant been arrested for any criminal offense for which he/she is out on bail, or on his/her own recognizance, pending trial? (Note: the employer cannot use such an arrest as a basis to deny employment, unless the person is convicted).

Sample Applicant Statement: To Be Signed and Dated by Prospective Employee

I certify that the answers I have given in the materials I have submitted in application for this position are true and correct and that I have not knowingly withheld any facts or circumstances. I understand that all answers given in my application for employment are subject to verification and that should I be employed at the campus, any misrepresentation or omission of facts in this application may be sufficient reason for dismissal. The application materials include this document and any other materials submitted.

If you have any questions, please contact systemwide Human Resources at (562) 951-4411. This memorandum is available on Human Resources Administration's Web page at <http://www.calstate.edu/HRAdm/memos.shtml>.

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