

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

**Documents that Establish Both
Identity and Employment
Authorization**

LIST B

**Documents that Establish
Identity**

LIST C

**Documents that Establish
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	6. U.S. Citizen ID Card (Form I-197)
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	8. Employment authorization document issued by the Department of Homeland Security
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

FIVE YEAR EMPLOYMENT HISTORY

(LIST A COMPLETE HISTORY FOR THE LAST 5 YEARS, IN DATE ORDER STARTING WITH YOUR CURRENT STATUS. INCLUDE: JOBS, VOLUNTEER WORK, INTERNSHIPS, PERIODS OF UNEMPLOYMENT, ETC.)

PLEASE PRINT LEGIBLY

APPLICANT NAME: _____

MAY WE CONTACT YOUR CURRENT EMPLOYER? (CIRCLE ONE) YES NO

EMPLOYER or STATUS:		
JOB TITLE or ACTIVITY:		
DATES	FROM (MO/YR):	TO (MO/YR):
REASON FOR LEAVING:		
SUPERVISOR NAME:		PHONE:
EMPLOYER or STATUS:		
JOB TITLE or ACTIVITY:		
DATES	FROM (MO/YR):	TO (MO/YR):
REASON FOR LEAVING:		
SUPERVISOR NAME:		PHONE:
EMPLOYER or STATUS:		
JOB TITLE or ACTIVITY:		
DATES	FROM (MO/YR):	TO (MO/YR):
REASON FOR LEAVING:		
SUPERVISOR NAME:		PHONE:
EMPLOYER or STATUS:		
JOB TITLE or ACTIVITY:		
DATES	FROM (MO/YR):	TO (MO/YR):
REASON FOR LEAVING:		
SUPERVISOR NAME:		PHONE:
EMPLOYER or STATUS:		
JOB TITLE or ACTIVITY:		
DATES	FROM (MO/YR):	TO (MO/YR):
REASON FOR LEAVING:		
SUPERVISOR NAME:		PHONE:

**COUNTY OF SAN DIEGO
DEPARTMENT OF HUMAN RESOURCES
BACKGROUND INVESTIGATION UNIT**

FINGERPRINT DATA SHEET & RESIDENCE HISTORY

To be completed by Applicant

Please Print

Last Name	First Name	MI	List any other names you have ever used.	
Date of Birth (Month/Day/Year)		Place of Birth (City or County and State)		
Height	Weight	Color of Eyes	Color of Hair	
Gender	Social Security #	Driver's License #	State/ Expiration	U. S. Citizen
<input type="checkbox"/> Male <input type="checkbox"/> Female				<input type="checkbox"/> Yes <input type="checkbox"/> No
Address: Street, Apt #	City	State/Zip Code	Home Phone	

How long have you lived at this address? Years: _____ Months: _____

RESIDENCE HISTORY

Please provide the City and State/Country of your residence for the **LAST SEVEN YEARS** (do not include your address).

Dates	City	State/Country

_____ **Print Name**

_____ **Signature of Applicant**

_____ **Date**

**COUNTY OF SAN DIEGO
DEPARTMENT OF HUMAN RESOURCES
BACKGROUND INVESTIGATION UNIT**

CONVICTION DISCLOSURE

The intent of the criminal background investigation procedure is to allow the County of San Diego to evaluate up-to-date conviction information as it may relate to the actual position being filled. All convictions will be reviewed on a case-by-case basis. A conviction does not automatically mean that you cannot be appointed. Important considerations include, but are not limited to, the nature of the conviction, how long ago it occurred, and the type of position for which you are applying. Give all the facts so that a decision can be made. Failure to disclose previous convictions may result in disqualification.

Have you ever been convicted of an offense against the law? Yes No

You may omit: (1) traffic violations for which you paid a fine of \$500.00 or less; (2) any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a Youth Offender law; (3) marijuana-related violations of any of the following sections of the California Health and Safety Code: 11357(b) or (c), 11360(c), 11364, 11365 or 11550, or a statutory predecessor to these sections.

If you answer "yes" give details below. Show for each offense: (1) date, (2) charge, (3) location, (4) court, and (5) disposition of case.

Date	Charge	City/State	Court	Disposition of Case

Have you ever pled No Contest to an offense against the law? Yes No

If "yes", please explain details below.

If in the military service, were you ever convicted by a general court-martial? Yes No

If "yes", please explain details below.

Subsequent to an offer of employment, all employees will have their fingerprints taken. I agree that you may obtain a criminal history report through the California Department of Justice and a federal criminal history report through the Federal Bureau of Investigation. I understand that if appointed to the position for which I have applied, County of San Diego will have access to and receive subsequent arrest information.

CERTIFICATE OF APPLICANT: All answers and statements in this document are true and complete to the best of my knowledge and belief. I understand that any untruthful, misleading or omission of facts may be cause for removal of my name from any employment list and/or dismissal from any County of San Diego employment or volunteer status.

Print Name

Signature of Applicant

Date

**COUNTY OF SAN DIEGO
DEPARTMENT OF HUMAN RESOURCES
BACKGROUND INVESTIGATION UNIT**

ELECTION TO RECEIVE/NOT RECEIVE PUBLIC RECORDS

As an applicant for employment or volunteer status, I am aware that the County of San Diego may obtain public records regarding me for employment or promotion purposes. I acknowledge that the term public record as used herein is limited to records of: arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.

Check one box only.

- I hereby elect to receive any public records that may be obtained by the County of San Diego for employment purposes under Civil Code 1786.53.
- I hereby elect not to receive any public records that may be obtained by the County of San Diego for employment purposes under Civil Code 1786.53.

AUTHORIZATION FOR RELEASE OF INFORMATION

As an applicant for employment with the County of San Diego, I hereby voluntarily authorize the County of San Diego to investigate my present and past record and character and to ascertain any and all information, which may concern my record and character.

This authorization includes, but is not limited to, information, records, statements, and opinions pertaining to my military convictions, financial status, criminal convictions, child abuse investigations, driving history, public assistance fraud benefit history, child protective services history, or educational histories, and information of a confidential or privileged nature.

I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information may be inextricably interwoven with other confidential data to which I would otherwise not be privy, pursuant to Labor Code Section 1198.5. I hereby knowingly, voluntarily, specifically, and permanently waive any rights pursuant to Labor Code Section 1198.5 or other legislation, to examine, review, or to otherwise discover any confidential information from this investigation, and all documents related thereto, whether by request, appeal, grievance, or by legal process.

Upon presentation of this release or a copy of it, I hereby direct and authorize you to fully and completely disclose and release such information and to release copies and abstracts to any authorized representative of the County of San Diego to conduct my background investigation.

This authorization or a copy of it, when presented through the U.S. Mail in conjunction with an official request or in person by an authorized representative of the County of San Diego is valid for a twenty-four (24) month period from the date indicated below. This release is executed with full knowledge and understanding that the information is for the official use of the County of San Diego in making employment decisions. I hereby release all persons, organization, corporations, or entities from any and all charges and liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it, specifically including Labor Code Section 1054.

Print Name

Signature of Applicant

Date