

**SUPPLEMENTAL APPLICATION
FOR ALL CDCR EMPLOYEES
CDCR 1951 (Rev. 07/18)**

All applicants seeking employment with the California Department of Corrections and Rehabilitation (CDCR) must complete this form, as set forth in the Department Operations Manual (DOM), Chapter 3, § 31060.17. This questionnaire will supplement the information provided on your application/resume and will be considered during the selection process.

Complete ALL items. If a question does not apply, enter "DNA." If appointed to any position within CDCR, you will be fingerprinted for the purpose of obtaining a criminal record check from the Department of Justice. Note: Sections A and B are not required for Peace Officers promoting to higher Peace Officer classifications.

POSITION APPLIED FOR		LOCATION (INSTITUTION/FACILITY, DIVISION, REGION)	
NAME (LAST, FIRST, MIDDLE)			DATE
OTHER NAMES KNOWN BY (INCLUDING MAIDEN)			LAST FOUR OF SSN
Section A – List all arrests, if any. Failure to accurately disclose your arrests will be grounds for denial of your application and/or termination of your employment.			
Have you ever been arrested for any alleged violation of the law? List all arrests or citations for felony and/or misdemeanor offenses, regardless of the final disposition, dates, and locations of the arrests or citations (exclude parking or minor traffic citations). All arrests and citations must be listed, including any that may have been deleted or expunged from your official records or did not result in formal charges. Vehicle code violations resulting in an arrest must be reported, including those not rising to the level of a felony or misdemeanor. In addition, list all citations for any alleged violations of a professional licensure or regulatory law for which the license or law is related to the position for which you are applying. CHECK ONE: <input type="checkbox"/> NO <input type="checkbox"/> YES			
If YES, did any charges rise to the level of a felony conviction? CHECK ONE: <input type="checkbox"/> NO <input type="checkbox"/> YES			
If YES to either question, list all offenses below. Use the back of the form if additional room is needed. If confined for any arrests or citations, you must also complete Section B.			
PLACE AND DATE OF OFFENSE		SPECIFIC CHARGE	DISPOSITION (Outcome)
CITY/STATE	MONTH/YEAR		
Have you ever been refused a driver's license, had one revoked, suspended, restricted, placed on probation or negligent operator status? CHECK ONE: <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, explain below. Use the back of the form if additional space is needed.			
PLACE AND DATE OF OFFENSE		SPECIFIC CHARGE	DISPOSITION (Outcome)
CITY/STATE	MONTH/YEAR		
Section B – If you have been confined in a prison, jail, lockup, community confinement facility, or other institution (as defined in 42 U.S.C. 1997) complete the following.			
PLACE OF CONFINEMENT		SPECIFIC CHARGE	DATES OF CONFINEMENT

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Section C – Military.

Have you ever been the subject of any judicial or non-judicial disciplinary actions (Article 15 of the Uniform Code of Military Justice) while in the military, National Guard, or military reserves? **CHECK ONE:** NO YES

If YES, list all offenses below. Use the back of the form if additional space is needed.

PLACE AND DATE OF OFFENSE	SPECIFIC CHARGE	DISPOSITION (Outcome)

Section D – Compliance with the Federal Prison Rape Elimination Act.

Answer the questions below:

Have you ever:

1. Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, or other institution (as defined in 42 U.S.C. 1997¹)?

NO YES If YES, provide facility name: _____ Date of Incident: _____

2. Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, coercion, or if the victim did not consent or was unable to consent or refuse?

NO YES If YES, provide case number: _____ Date of Incident: _____

3. Been civilly or administratively found to have engaged in the activity described in question (2) listed above?

NO YES If YES, provide case number: _____ Decision Date: _____

4. Received any disciplinary action as a result of allegations of sexual harassment of an inmate in a prison, jail, lockup, community confinement facility, or other institution?

NO YES If YES, provide case number: _____ Date of Incident: _____

The Hiring Authority is to consult with the PREA Coordinator via email, to address any responses marked YES in this section. The PREA Coordinator email address is: DL-CDCR-FOPS-PREA-Coordinators@cdcr.ca.gov.

List all previous correctional institution employers for whom you have worked. Include any prison, jail, lock-up, community confinement facility, juvenile facility, or other correctional institution/facility, regardless of dates of employment. If additional space is needed, please use the back of this form. **Prior to appointment to any position within the CDCR, the previous employers will be contacted to verify the above responses.**

NAME & ADDRESS OF EMPLOYER	YOUR CLASSIFICATION	IN YOUR ASSIGNMENT, DID YOU HAVE CONTACT WITH INMATES?
		<input type="checkbox"/> NO <input type="checkbox"/> YES
		<input type="checkbox"/> NO <input type="checkbox"/> YES
		<input type="checkbox"/> NO <input type="checkbox"/> YES

Section E – Incarcerated/Paroled Relatives and/or Associates.

Are you aware of any relative or person with whom you have or have had either a personal or a business relationship with currently committed (incarcerated) or transferred (paroled) to the jurisdiction of CDCR?

CHECK ONE: NO YES

If YES, provide the individual's name, CDCR number (if known), relationship, and place of incarceration or parole.

NAME	CDCR# (If known)	RELATIONSHIP	PLACE OF INCARCERATION OR PAROLE

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In accordance with the CA Code of Regulations (CCR), Title 15, Crime Prevention and Corrections, § 3411, if an employee is subsequently arrested or convicted, the employee must promptly notify the institution head or deputy/assistant director. Pursuant to Section CCR Title 15 § 3406, and DOM § 33010.25.1, if an employee becomes aware that any relative or person with whom the employee has or has had a personal or business relationship has been committed to or transferred to the jurisdiction of CDCR, the employee must report the matter in writing to the institution head or deputy/assistant director. CA Penal Code § 4571 prohibits any person who has been previously convicted of a felony and confined in any State prison in this State, to come upon the grounds of any prison, forestry camp, or where any custodial inmates are located, without the consent of the Warden or other officer in charge of that facility.

I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and that all statements and answers are true and correct. I understand and agree that if any material facts are discovered which differ from those facts stated by me on my employee application, this supplemental application, during my interview, or at any time prior to employment with CDCR, I may not be offered the job.

Furthermore, I understand and agree that if material facts are later discovered which are inconsistent with or differ from the facts I furnished before beginning employment, I may be rejected on probation and/or disciplined, up to and including *dismissal* from State service.

PRINT NAME OF APPLICANT:	
SIGNATURE OF APPLICANT:	DATE:

By signing below, the interviewer certifies this form was reviewed with the applicant and the form was signed in the interviewer's presence.

PRINT NAME OF INTERVIEWER:	TITLE:
SIGNATURE OF INTERVIEWER:	DATE:

If the applicant disclosed any arrests, incarcerations, or answered **YES** to Section E, the Hiring Authority **must** review and approve/deny the selection.

PRINT NAME OF HIRING AUTHORITY:	TITLE:
SIGNATURE OF HIRING AUTHORITY:	DATE:

In accordance with DOM § 31060.5.5, prior to an offer of employment, the CDCR Secretary **must** review and approve/deny the selection and hire of any ex-offenders². If hiring a candidate whom is an ex-offender, attach the justification Memorandum with the Secretary's approval.

¹Institution as defined by 42 U.S.C. 1997: The term "institution" means any facility or institution which is owned operated or managed by or provides services on behalf of any State or political subdivision of State; and which is for persons who are mentally ill, disabled, retarded, chronically ill, or handicapped; a jail, prison or other correctional facility for adults, juveniles.

²Ex-Offender as defined by CCR title 15, § 3000: Ex-Offender means a person previously convicted of a felony in California or any other state, or convicted of an offense in another state which would have been a felony if committed in California.