



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Convictions	
Department: Staff Personnel Services	Reference No.:
Division: Administration and Finance	Issue Date: July 2003
References: N/A	Revision Date: N/A
Web Links: N/A	Expiration Date: N/A

Applications for employment will be reviewed for convictions, not arrests. The University reserves the right to dismiss an employee who does not fully disclose convictions on the employment application. Convictions are treated as confidential information that is relayed to the hiring department only if it is determined that such information has direct relevance to the job. Relevancy of a prior criminal conviction will depend on the circumstances in each case. The critical question is whether or not the conviction relates to the ability of the applicant to perform successfully the duties and responsibilities of the particular position. The relevant factors in evaluating applicants who have been convicted of crimes are:

- The seriousness of the offense
- The number of convictions
- The nature of the crime in relationship to the duties and responsibilities of the position sought
- The length of time that has passed since the crime
- The applicant's conduct and employment history since the crime

FORMS: N/A