

STATE OF HAWAII DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS Personnel Office 830 Punchbowl Street, Room 415 Honolulu, Hawaii 96813	<u>C O N F I D E N T I A L</u> REQUEST FOR CRIMINAL HISTORY RECORD CLEARANCE FOR STATE CIVIL SERVICE, NON-CIVIL SERVICE AND EXEMPT EMPLOYMENT
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TO BE COMPLETED FOR EACH APPOINTMENT TO A NEW POSITION

APPLICANT DATA – Please print (black ink) or type all requested information, sign and mail to the address above.

Applicant's First, Middle, Last Name:		Aliases/Former Names, Including Birth Name:	
Mailing Address (PO Box or No. & Street, City, State, Zip Code)		Email Address:	
Social Security No:	Date of Birth:	Place of Birth:	Sex (Check box):
			<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X
Position Title & Position Number (Hiring Department's HR to provide below information):			
INTERN:			

NOTE: Personal information on this form is to be used for this purpose only. Individuals are responsible for ensuring that their personal information provided to the State is properly updated.

CONVICTION OF A VIOLATION OF LAW

Pursuant to HRS §78-2.7, the State is required to ensure the reputable and responsible character of applicants and employees, which shall include a criminal history record check. To determine a selectee's employment suitability, the Department of Human Resources Development shall conduct an evaluation, which may include reviewing information from the Hawaii Criminal Justice Data Center (HCJDC) and the Judiciary Information Management System (JIMS).

Convictions shall not necessarily bar you from employment. Factors such as age at the time of the offense, date of the offense, seriousness and nature of the violation, and rehabilitation may be considered, provided that the conviction record bears a rational relationship to the duties and responsibilities of the position.

INSTRUCTIONS

In answering the question on page 2, you **DO NOT** need to report the following:

- Arrests not followed by convictions;
- Convictions which were annulled or expunged;
- Offenses for which you were tried as a minor or juvenile;
- Convictions after which a period of ten (10) years has elapsed since the date of the conviction or fulfillment of incarceration for that offense.

You **MUST** report all convictions that occurred in the most recent ten (10) year period, plus all convictions for which your incarceration falls within the most recent ten (10) year period. This includes:

- All State, out-of-State, federal, military, international and other convictions;
- All convictions of **FELONY**, and **MISDEMEANOR** offenses (including **PETTY MISDEMEANOR, DRIVING UNDER THE INFLUENCE (DUI), CONTEMPT OF COURT, etc.**)

As an example: If today is 4/15/2020,

Then the 10-year look-back period = 4/15/2020 to 4/15/2010	
If convicted 1/15/2008 with no incarceration	Then you <i>do not</i> need to report the conviction; it is outside the 10-year look-back.
If convicted 1/15/2008 with 4-year incarceration (2008 to 2012)	Then you <i>must report</i> your conviction as instructed. The period of incarceration occurred during the 10-year look-back and adds an additional 4 years to the 10-year period.

Have you been convicted of a violation of law in the recent ten (10) year period, excluding the period of incarceration?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you answered "Yes" to the above question, complete the fields below, including the "Disposition/Sentence" box. (Attach additional sheet if more space is needed.)

DATE	LOCATION (CITY/STATE/ COUNTRY)	CHARGE	SEVERITY (petty misdemeanor, misdemeanor, felony, etc.)	DISPOSITION/SENTENCE (include circumstances of the conviction and current status)

I certify that all answers and statements made on this HRD 329c form are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the State of Hawaii including, but not limited to, disqualification from employment consideration.

Applicant's Signature:	Date:
Print Name:	