



Human Resource Services

Fingerprinting Requirements

Section 44830.1 of the Education Code of the State of California requires that: "In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be employed by a school district in a position requiring certification qualifications or supervising positions requiring certification qualifications. A school district shall not retain in employment a current certificated employee who has been convicted of a violent or serious felony, and who is a temporary employee, a substitute employee, or a probationary employee. . . "

State law* and the Sacramento City Unified Board of Education** require all classified and certificated employees to be fingerprinted within ten working days of their date of employment and before actually beginning their employment. The cost of fingerprinting is to be paid by the employee or volunteer. (*Education Code Section 45125; **Board of Education Policies AR 4212.5[a])

Please note: We do accept ATM or credit cards as payment for fingerprinting services. We also accept cash (exact amount please, we do not have change)

I, the undersigned, have read the above information, have received instructions for fingerprinting, and agree to fulfill these obligations and requirements for completion of my employment or volunteer application. Failure to comply will preclude any employment or result in termination and/or removal from being an active volunteer for Sacramento City Unified School District.

Please check appropriate box: Certificated Employee Classified Employee
 Volunteer Contractors

PRINT NAME

SIGNATURE

SOCIAL SECURITY NUMBER

DATE

- Have you ever been convicted of a felony or misdemeanor? Or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury, or a conviction that has been judicially dismissed or ordered sealed, including 'expungement' granted pursuant to Penal Code section 1203.4. (Note: Exclude convictions related to the use of marijuana that are over two years old) A conviction may not necessarily disqualify you from the volunteer job for which you have applied. Convictions include diversionary offenses, or other offenses that have been plea-bargained, or for which you have pleaded no contest. **Failure to reveal convictions is grounds for immediate termination and/ or removal from the site.** Yes___ No___
- If the answer is YES, please explain (on the other side of paper):

INSTRUCTIONS FOR FINGERPRINT PROCESSING

Fingerprinting is done at the Serna Center, Human Resources Services, 5735 47th Avenue, Sacramento, CA 95824. Hours are 8:00 a.m. - 5:00 p.m., Monday-Friday. **By appointment only**



PHOTO ID IS REQUIRED

Please return this document to Human Resource Services at the date of your appointment. **Employment and Volunteer consideration is contingent upon fingerprint clearance.** If you have any questions, please call Human Resource Services at (916) 643-9050.