



MEMORANDUM

DATE: April 16, 2007

TO: ALL STATE AGENCY PERSONNEL OFFICES

SUBJECT: CHANGES TO STATE EXAMINATIONS AND/OR EMPLOYMENT APPLICATION, STD 678 (Rev. 12/2001)

During its meeting of December 5, 2006, the State Personnel Board (Board) voted to revise the State of California Examination and/or Employment Application, STD 678 (Rev/ 12/2001), to clarify that individuals who have been rejected during a probationary period need not disclose that information on Question No. 5 of the application. As a result, the following changes have been made to the application.

- Question 5, Page 1, of the Application is revised as follows:

“Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? (Applicants who have been rejected during a probationary period, or whose dismissals or terminations have been overturned, withdrawn [unilaterally or as part of a settlement agreement] or revoked need not answer ‘Yes’.) Refer to the Instructions for further information. If ‘Yes’ to Question #5, give details in Item #12.”
- Question 5, Page 6, of the Instructions is revised as follows:

“Employment History/Discharges. Question 5 must be answered by all applicants. You must answer ‘Yes’ if you have ever, because of poor performance or misconduct, been fired, dismissed, or terminated from a job, or had an employment contract terminated. Explain any “Yes” answers in Item 12. Include the facts in brief, the grounds for any action taken against you, and the circumstances under which you left the position.

In completing this application, you do **not** need to answer “Yes” to Question 5 if:

- you have been rejected during a probationary period;
- or

- your employer withdrew the firing, dismissal, termination, or contract termination (either voluntarily or as part of a settlement agreement); or
- a court or administrative agency overturned or revoked the firing, dismissal, termination, or contract termination.

If asked about past employment history by a prospective employer during the hiring process or probationary period, however, applicants are required to tell the truth regarding any firing, dismissal, termination, contract termination or rejection during probationary period, whether or not the action was overturned, revoked, or withdrawn (either voluntarily by the employer or, as part of a settlement agreement). Applicants are also required to provide factually correct information on the "Employment History" section of the application (Item No. 15)."

The new applications are now available for printing and may be ordered from the Forms Management Center, Department of General Services (DGS). In addition, the new scannable version of the application ("State Examinations and/or Employment Application, STD 678 (Rev. 12/2006)) is ready for distribution by SPB, and departments may download and duplicate the on-line version of the application (http://www.spb.ca.gov/employment/employment_app_adobe.htm). Due to the large number of existing "State Examinations and/or Employment Application, STD 678 (Rev. 12/2001)," however, departments may still utilize that version of the application until such time as existing supplies have been exhausted, provided that the department affixes the attached "State Examinations and/or Employment Application Informational Memorandum" to the application.

If you have questions regarding the changes to the application, please contact the Office of the Chief Counsel at (916) 653-1403, or TDD (916) 653-1498.

(ORIGINAL SIGNED BY LAURA AGUILERA)

LAURA AGUILERA
Assistant Executive Officer

ATTACHMENT 1



MEMORANDUM

DATE: April 16, 2007

TO: ALL STATE AGENCY PERSONNEL OFFICES

**SUBJECT: STATE EXAMINATIONS AND/OR EMPLOYMENT APPLICATION,
STD 678 (REV. 12/2001); INFORMATIONAL MEMORANDUM**

Effective immediately, in those instances where a department chooses to utilize "State Examination and/or Employment Application, STD 678 (Rev. 12/2001)," in lieu of the recently revised "State Examination and/or Employment Application, STD 678 (Rev. 12/2006)," the following information must be provided to the applicant:

Question No. 5, Instructions –

Employment History/Discharges. Question 5 must be answered by all applicants. You must answer 'Yes' if you have ever, because of poor performance or misconduct, been fired, dismissed, or terminated from a job, or had an employment contract terminated. Explain any "Yes" answers in Item 12. Include the facts in brief, the grounds for any action taken against you, and the circumstances under which you left the position.

In completing this application, you do not need to answer "Yes" to Question 5 if:

- you have been rejected during a probationary period; or
- your employer withdrew the firing, dismissal, termination, or contract termination (either voluntarily or as part of a settlement agreement); or
- a court or administrative agency overturned or revoked the firing, dismissal, termination, or contract termination.

If asked about past employment history by a prospective employer during the hiring process or probationary period, however, applicants are required to tell the truth regarding any firing, dismissal, termination, contract termination or rejection during probationary period, whether or not the action was overturned, revoked, or withdrawn (either voluntarily by the employer or, as part of a settlement agreement). Applicants are also required to provide factually correct information on the "Employment History" section of the application (Item No. 15).

Revisions to State Employment/Examination Application

April 16, 2007

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If you have questions regarding this Informational Memorandum, please contact the Office of the Chief Counsel at (916) 653-1403, or TDD (916) 653-1498.

(ORIGINAL SIGNED BY LAURA AGUILERA)

LAURA AGUILERA

Assistant Executive Officer