

**STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF HUMAN RESOURCES**
2440 Campus Road
Administrative Services Building #2
Honolulu, Hawaii 96822-2246

C O N F I D E N T I A L
REQUEST FOR CRIMINAL HISTORY RECORD
CLEARANCE FOR STATE CIVIL SERVICE,
NON-CIVIL SERVICE AND EXEMPT EMPLOYMENT

TO BE COMPLETED FOR EACH APPOINTMENT TO A NEW POSITION

PART I APPLICANT DATA

Applicant– please print (black ink) or type all requested information in Part I, sign and mail to the address above.

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).

CONVICTION OF A VIOLATION OF LAW

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 taken into account, provided that the conviction record bears a rational relationship to the duties and responsibilities of the position.

Have you been convicted of a violation of law in the past ten (10) year period, excluding any periods of incarceration? Yes No

If you answered “Yes” to the above question, include the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.

NOTE: In answering this question, you need **NOT** 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 of offenses punishable by fine only; and
(You must report any convictions that could have resulted in a jail sentence even if your sentence was only a fine. If you are in doubt, please answer “YES” and explain in the above question.)
- Convictions of misdemeanors, after which a period of ten (10) years since the date the sentence was fulfilled has elapsed, and there has **NOT BEEN** any subsequent arrest or conviction.

You **MUST** report, within the past (10) year period, excluding any periods of incarceration, the following:

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

Applicant's Full Name: _____
Last First Middle

Any Alias(es)/Former Name(s),
Including Maiden Name: _____ Sex: M F

Social Security No.: _____ Date of Birth: _____ Place of Birth: _____
Month/Day/Year City, State/Country

Applicant's Mailing Address: _____ Email Address: _____
PO Box or Number and Street, City, State, Zip Code

Employing Dept.: _____ Class Title: _____ Pos. #: _____

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: _____

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.

PART II FILE SEARCH DATA

Hawaii Criminal Justice Data Center, Department of the Attorney General

Complete and Return to _____
(To be completed by the Employing Department)

Reports:

By: _____ Date: _____
(HCJDC Director, for the Attorney General)

PART III DETERMINATION OF QUALIFICATION

(To be completed by employing department or Department of Human Resources Development for cases described in Section II of the HRD 329 (rev. 7/1/13), "Procedures for Obtaining a Criminal History Records Clearance for State of Hawaii Employment.")

Applicant name above is:

- Suitable - Appointment approved _____
- Unsuitable - Appointment disapproved _____
- Ineligible for Recruitment Number, Class of Work _____
- Other _____

By: _____ Date: _____
(Name of Employing Department)

By: _____ Date: _____
(For Department of Human Resources Development)