



SPECIAL AGENT, DEPARTMENT OF JUSTICE

EXAM CODE: 3JUAA
DEPARTMENT(S): DEPARTMENT OF JUSTICE
EXAM TYPE: OPEN – CONTINUOUS
LOCATION(S): STATEWIDE
SALARY INFORMATION: A: \$7,165.00 - \$9,949.00; B: \$8,259.00 - \$12,335.00*
**The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.*
CLASS & SCHEM CODE: 8482 / VG25

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

CONTINUOUS TESTING

This examination will be available 24 hours a day, seven days a week through an online testing platform, Assess.ai. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Successful applicants will be merged onto the existing eligibility list on a monthly basis with the last Friday of every month being the cut-off date, although this is subject to change based on testing needs. Results notices will be released to candidates within 4 – 6 weeks after the cut-off date. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for **12 MONTHS** from the established list date.

Monthly cut-off dates are scheduled based on the table below.

Anticipated Cut-off Date*	
Friday, February 9, 2024	Friday, July 26, 2024
Friday, February 23, 2024	Friday, August 30, 2024
Friday, March 29, 2024	Friday, September 27, 2024
Friday, April 26, 2024	Friday, October 25, 2024
Friday, May 31, 2024	Monday, December 2, 2024
Friday, June 28, 2024	Friday, December 27, 2024

*Please note that cut-off dates are subject to change based on the needs of the Department of Justice.



Examination applications (form STD 678) must be postmarked (U.S. mail), personally delivered, or electronically submitted no later than the cut-off date located above. Applications received without an original signature will be admitted to the exam; however, an original signature must be obtained prior to appointment. Please note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Please note, if using the United States Postal Service for delivery, there is no guarantee that your application will be postmarked and arrive by the cut-off date. If your application does not have a postmark and arrives after the cut-off date, your application will not be accepted into the examination and will be held for the next administration period. Therefore, to ensure timely delivery of your application, it is recommended that you use either electronic delivery, parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date.

APPLICATIONS POSTMARKED, PERSONALLY DELIVERED, OR ELECTRONICALLY SUBMITTED AFTER THE CUT-OFF DATE WILL BE HELD AND PROCESSED IN THE NEXT ADMINISTRATION (PLEASE SEE THE "CONTINUOUS TESTING" SECTION FOR MORE INFORMATION).

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #10 on the "examination application." You will be notified in writing to determine what assistance can be provided.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of test date. Competitors' eligibility will expire **24 MONTHS** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

MINIMUM QUALIFICATIONS: ALL LEVELS*

Applicants may be admitted into the examination without meeting the requirements within the "All Levels" section, but the applicant must meet those requirements prior to appointment.

Possession of a valid Class C California driver's license issued by the California Department of Motor Vehicles. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment; **and**

Must meet the peace officer selection standards developed by the [Commission on Peace Officer Standards and Training](#) per Penal Code section 13510(a) and in accordance with existing law; **and**

Drug Testing Requirement: Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement; **and**



Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under their control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications; **and**

***This section refers to the All Levels portion of the minimum qualifications listed on the Classification Specification for the Special Agent Series. Each classification within this series is required to meet the above minimum qualifications for appointment to the classification. The complete Classification Specification for the Special Agent Series can be found [here](#).**

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California state service performing the duties of a class with a level of responsibility equivalent to Special Agent Trainee, Department of Justice. Applicants who have completed six months performing the duties of a Special Agent Trainee, Department of Justice, will be admitted to the examination, but they must satisfactorily complete one year of 3 experience in the class of Special Agent Trainee, Department of Justice, before they will be considered eligible for appointment.

AND

Possession of a POST Basic Certificate.

OR II

Experience: One year of experience as a peace officer (as defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code or equivalent Federal and out-of-State law enforcement) in an investigative or patrol assignment performing civil or criminal law enforcement work.

AND

Education: Equivalent to completion of four years of college (120 semester units or 180 quarter units) from an accredited college or university. Additional qualifying experience may be substituted for the required college education on a year-for-year basis.

DEFINITION OF TERMS

"Duties of a class with a level of responsibility equivalent to ..." - the applicant must have experience of the type and length of time in a classification at the same (or a higher) level of responsibility as the classification specified.

POSITION DESCRIPTION

Incumbents in this class conduct civil or criminal investigation and enforcement activities for the Department of Justice. Incumbents are assigned to a team and may work independently or as a lead person coordinating the work of other law enforcement personnel. Incumbents may be assigned to provide training and technical assistance to law enforcement personnel.



EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

TRAINING AND EXPERIENCE QUESTIONNAIRE - 100%

The Training and Experience (T&E) Questionnaire consists of job-related questions designed to assess an applicant's education, training, and experience with performing relevant job duties, as well as the possession of job-related knowledge, skills, and abilities. The exam will be scored using objective, point-based scoring criteria. The T&E will be conducted online through a third-party testing platform utilized by the Department of Justice.

KNOWLEDGE, SKILLS, & ABILITIES

The T&E Questionnaire will measure the following:

KNOWLEDGE OF:

1. The procedures for writing investigative reports.
2. The types, elements, and severity of a variety of crimes.
3. Federal, state, county and city regulations regarding lawful investigations (e.g., arrest, search and seizure).
4. Warrant execution, including timeframes, points of contact, and limitations.
5. A suspect's Miranda rights.
6. General and specialized court proceedings.
7. Officer safety policies and procedures.
8. Weaponless defensive tactics.
9. Defensive tactical responses involving lethal and non-lethal weapons.
10. Interrogation and interview techniques.
11. The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar, to ensure that written materials prepared and reviewed are complete, concise, and free of mechanical errors.

ABILITY TO:

1. Work effectively while wearing cumbersome equipment.
2. Adapt to changes in high stress situations, environments, human behavior and types of shift.
3. Adapt to changes in organizational structure, department policies, and procedures.
4. Remain unrecognized while staying close enough to observe the activities of a subject.
5. Communicate effectively verbally and in writing.
6. Read and understand job relevant materials and documents.
7. Work cooperatively with a variety of individuals from a range of backgrounds, including criminals.
8. Effectively lead a team of agents to complete an investigation.
9. Follow directions from supervisors and management and administrative procedures to ensure accurate work completion.
10. Actively listen to employees, witnesses, victims, or suspects to obtain information.
11. Manage multiple tasks simultaneously.
12. Conduct oneself in a professional manner.
13. Work independently or under minimal supervision to complete work tasks.
14. Direct professional staff (e.g., office technicians, crime analysts, investigative auditors) to ensure accurate work task completion.
15. Maintain administrative documentation.
16. Effectively testify in court.
17. React and engage based on an individual's non-verbal communication cues.
18. Analyze a subject's verbal response to identify elements of inconsistency during the interview process.
19. Develop professional relationships with allied agencies and industry partners to develop resources, contacts, informants, and experts for use in investigations.



SKILL IN:

1. Effectively interviewing witnesses and suspects.
2. Detecting changes in verbal patterns (e.g., tone and volume).
3. Effectively eliciting needed information from an individual.
4. Building rapport with witnesses, suspects, complainants, informants, and contacts.
5. Maintaining consistent observation of single or multiple subjects.
6. Working effectively as a part of a team.
7. Identifying persons involved in criminal activity.
8. Maintaining effective communication with team members, team leaders, and supervisors.
9. Maintaining an organized workspace.
10. Maintaining communication with allied agency contacts, team members, supervisors, and informants.
11. Developing interview questions specific to a wide variety of investigations.
12. Obtaining relevant case information from law enforcement and demographic databases.
13. Recording and documenting observations or statements from witnesses, suspects, or complainants in a clear manner.
14. Using basic office software programs (e.g., Microsoft office suite).
15. Choosing an appropriate physical or verbal response to interact with or calm emotionally heightened individuals.
16. Effective time management.
17. Filtering irrelevant information.
18. Effectively writing various documents during an investigation.
19. Attention to details.

ADDITIONAL EXAMINATIONS

BACKGROUND INFORMATION:

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Justice background investigation may be required to undergo an additional background investigation. Information collected for the background investigation after the examination will require you to divulge arrest and/or conviction information on the background investigation documents at the time of employment, but is not required of you at this time. The information you furnish will be used to help determine your suitability for employment with the Department of Justice. Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice Regulations require, as a minimum, pre-employment investigations consisting of fingerprinting, inquiry to local, State, and national files to disclose criminal records, verification of minimum qualifications (i.e., college transcripts), financial status, previous employment background, and personal interviews to determine applicant's suitability for employment.

Any applicant for a State civil service examination for a peace officer class who discloses, or whose background investigation reveals, use of a drug for which possession would constitute a felony offense under the Uniform Controlled Substances Act (Health and Safety Code, division 10, beginning at 11000) subsequent to his or her eighteenth birthday and prior to his or her twenty third birthday, shall be disqualified from the examination in which he or she is competing until 5 years have elapsed from the date of the disclosed or revealed use of the drug; and shall not be eligible to take any State civil service examination for a peace officer class until 5 years have elapsed from the date of the disclosed or revealed use.

If any such disclosed or revealed use occurred on or after the applicant's twenty-third birthday, he or she shall be disqualified from the examination in which he or she is competing until 10 years have elapsed from the date of the disclosed or revealed use of the drug; and shall not be eligible to take any State civil service examination for a peace officer class until 10 years have elapsed from the date of the disclosed or revealed use. The disqualification period shall begin on the date that the drug was used, and not on the date that the drug use was disclosed or revealed.

POLYGRAPH EXAMINATION:

The candidate may be required to take a polygraph examination.

PSYCHOLOGICAL SCREENING EXAMINATION:

Pass/Fail -This test will consist of a written examination and an interview by a psychologist.



MEDICAL EXAMINATION:

Pass/Fail -Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity and color vision tests.

SPECIAL CHARACTERISTICS

PERSONAL CHARACTERISTICS:

No illegal involvement in controlled substances as an adult; willingness to work throughout the State and at unusual hours; ability to work under stress and adverse conditions; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally inclined persons and environments in performance of duties; willingness to work undercover and participate in covert moving, stationary, and aerial surveillances; willingness to utilize a variety of weaponry, including shotguns, machine guns, tear gas, and distraction devices; willingness to pursue violent repeat offenders and effect their arrest; willingness to operate a police vehicle under emergency circumstances; willingness to deal with toxic materials and chemicals; willingness to handle gruesome crime scenes involving persons of all ages; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid driver license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

PERSONAL CHARACTERISTICS:

Possession and maintenance of sufficient strength, endurance and agility necessary to perform the essential functions of the job with or without reasonable accommodation; hearing, vision, and color vision sufficient to perform the essential functions of the job with or without reasonable accommodation.

ADDITIONAL CHARACTERISTICS:

In addition to the above knowledge and abilities, possession of the appropriate certificates as evidence of increased competency at each level is desirable. Also desirable is evidence of completed course work in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.

Some positions in these classifications may be eligible for safety retirement in accordance with [Government code section 19816.20](#).

All employees shall have general qualifications as described by [California Code of Regulations, title 2, section 172](#).

VETERANS' PREFERENCE

Veterans' preference credits will be awarded in this examination, pursuant to government code section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career credits do not apply for this examination.



APPEAL INFORMATION

Candidates may file an appeal with the State Personnel Board (SPB) within 30 days of the postmarked date of any decision notice (e.g., Minimum Qualifications denial, exam results). Examination appeals are required to meet one of the following grounds to be accepted by the State Personnel Board; (1) fraud; (2) discrimination; (3) erroneous interpretation or application of minimum qualifications (MQs); or (4) a significant irregularity in the examination process. Appeals can be filed online at the website above or mailed to Appeals Division, State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814-4806. Please refer to SPB's website for more information this process at <https://www.spb.ca.gov/appeals/appeals.aspx>

ONLINE TESTING EXAM LINK

Please be advised that the online testing platform, Assess.ai, works best when using the Google Chrome web browser. Other browsers, including Safari and Firefox, may be used as well, but we recommend Google Chrome. Internet Explorer should NOT be used when taking this examination. Please ensure you have downloaded the most recent version of your browser prior to accessing the examination.

The online examination is not timed and will be accessible any time of day, all days of the year. For technical assistance, please contact the Department of Justice, Testing & Selection Unit (TSU) during normal business hours at the phone number or email address located in the Contact Information section below.

Click on the following link to access the online examination:

[SPECIAL AGENT EXAM](#)

Note: In order to be added to the eligibility list, a candidate must submit an Examination Application [Standard State Employment Application (STD 678)] according the Filing Instructions below AND take the online examination. Examination responses will be downloaded and scored on a monthly basis, with the cut-off being the last Friday of every month. However, final scores cannot not be given or merged onto the existing eligibility list until the Examination Application (STD 678) is received by the Testing and Selection Unit and the corresponding examination responses can be identified.

In addition, candidates must fully meet the Minimum Qualifications (See Minimum Qualifications section) to receive a score and be merged on to the current eligibility list. Please ensure the name used to take the online examination online matches the name on the Examination Application (STD 678). Incomplete examination responses, application packages, or otherwise missing information may lead to the Testing and Selection Unit's inability to process a candidate's examination score. Final scores will be released to candidates within 4 – 6 weeks of the cut-off date. Lastly, candidates should be aware that, because the Testing and Selection Unit handles hundreds of applications per month, we are not able to confirm receipt for each one. If you do not receive a final score within 4 – 6 weeks of the closest cut-off date posted on page 1 of this bulletin, please contact our office using the information below.



FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Criminal Record Supplemental Questionnaire](#)
- POST Certificate (Under Penal Code 830.1, 830.2, or 830.3)
- Official School Transcripts (If applicable to meeting Minimum Qualifications): *Candidates unable to obtain official transcripts before the cut-off date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.*

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: SPECIAL AGENT EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: SPECIAL AGENT EXAMINATION
1300 "I" STREET, 1st FLOOR LOBBY
SACRAMENTO, CA 95814

EMAIL SUBMISSION:

SUBJECT LINE: SPECIAL AGENT EXAMINATION
EMAIL ADDRESS: TSU@DOJ.CA.GOV

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER: 916-210-6021
FAX NUMBER: 916-445-1218
EMAIL ADDRESS: TSU@DOJ.CA.GOV



GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the test date if they have not received their notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-210-6021, TDD (916) 952-8396.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices (<https://calcareers.ca.gov>), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Tests will be given in such places in California as the number of candidates and conditions warrant or via remote conference or online systems. Tests are not always given where positions currently exist.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire between one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the performance of the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits and fitness as demonstrated in the candidate's response. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) Californian High School Proficiency Examination 3) admission to and completion of work in a recognized college (12 semester units of college-level courses); 4) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 5) business college work: This may be substituted for the required high school education on a year-for-year basis for clerical and accounting classes.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form STD-678. Note: State Employees who meet the above criteria to receive Career Credits must provide their Social Security Number on the application, Page 1 – General Information (STD. 678), to ensure that Three Career Credit Points are added to their final passing test score. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General
Office of Human Resources, Testing & Selection Unit
1300 I Street, Sacramento, CA 95814
916-210-6021

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(CREATED 6/2010)

Not all Examinations require this Criminal Record Supplemental Questionnaire. Please review the Examination Bulletin to determine if the questionnaire is required before completing.

PRINT OR TYPE – PLEASE SEE INSTRUCTIONS ON THE NEXT PAGE

Applicants Name (last)			(First)	(M.I.)
Mailing Address (Number)	(Street)	E-mail Address		Work Telephone Number
(City)	(County)	(State)	(Zip Code)	Home Telephone Number

Exam Title(s) for which you are applying:

Answer the following Questions:

1. Have you ever been convicted by any court of a misdemeanor crime of domestic violence? **YES** **NO**
2. Have you ever been convicted by any court of a felony? **YES** **NO**

Explanations

CERTIFICATION – IMPORTANT – PLEASE READ BEFORE SIGNING – if not signed, your application may be rejected.

I certify under penalty of perjury that the information I have entitled on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize all agencies to release any information they may have concerning the information provided on this supplemental application to the State of California.

Applicant's Signature	Date Signed
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CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(CREATED 6/2010)

INSTRUCTIONS

Read the following instructions carefully before completing this Criminal Record Supplemental Questionnaire. If the Examination Bulletin requires this Criminal Record Supplemental Questionnaire to be submitted with your application, you must complete all sections and answer the required questions completely and accurately.

Applicant Identification Number (Easy ID) – Enter the required tracking information on the Criminal Record Supplemental Questionnaire: the first three letters of your last name at birth, the month and day of your birth and the last four digits of your Social Security Number.

Easy ID – The Easy ID represents a compilation of the data collected from the Applicant Identification Number section. Please provide the Easy ID established from your Online Employment Center (OEC) profile you created to complete your application. If you are unable to determine your Easy ID, please leave it blank.

Exam for which you are applying – Fill in the title(s) of the examination for which you are applying as it is listed on the examination bulletin.

Questions 1 & 2 – Answer these questions only if required on the Examination Bulletin.

Explanations – Use this section to explain the details of any response that requires additional information. Be thorough and attach additional sheet(s) if needed.

Signature – Your signature and the date signed is required. If the Criminal Record Supplemental Questionnaire is not signed, it may be rejected.

NOTE: Your completed Criminal Record Supplemental Questionnaire and other examination-related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code Section 18934. This Criminal Record Supplemental Questionnaire and other confidential information **will not be returned**; therefore, we recommend that you keep a copy for your personal records. Your rights to inspect your examination papers are set forth in Sections 186-189 of Title 2 of the California Code of Regulations, which can be accessed on the State Personnel Board's website at www.spb.ca.gov.