

## Overview

This step-by-step guide demonstrates how to navigate through **Convictions History** when applying for a job opening. All applicants will receive an email to complete a short questionnaire within 72 hours of applying. In order to receive further consideration in the application process all applicants are required to indicate whether they have ever been convicted of a crime as an adult. A conviction will not necessarily disqualify you from employment. By answering the online conviction questions you agree to and consent to the following: 1) California State University, Fresno will conduct a criminal records check through LiveScan fingerprinting, and 2) California State University, Fresno will verify the statements you have made regarding any criminal convictions which may be on your record.

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# Log In to Fresno State Jobs

You must be registered and logged into the system in order to apply for a job on campus. This section demonstrates how to create a login, create your profile, apply for jobs, and save jobs for future application.

## Register

### The Fresno State Jobs homepage displays.

1. Go to the Fresno State Jobs webpage.  
(<http://www.fresnostate.edu/adminserv/hr/jobs>)
2. Click the **New & Returning Applicants** link.

**Fresno State Jobs**  
DIVISION OF ADMINISTRATIVE SERVICES

HOME BENEFITS CLASS & COMP EAP EEO & DIVERSITY EMPLOYMENT LEARNING & WELLNESS JOBS PAYROLL WORKERS' COMP

FRESNO STATE JOBS  
Administrative Services > Human Resources > Jobs > Fresno State Jobs

- > New & Returning Applicants
- > Current Faculty, Staff & Students

APPLICANT TUTORIAL

FAQS

LIVING IN THE CENTRAL VALLEY

ABOUT US

### Fresno State Jobs

#### Search Open Positions

View positions including faculty, management (deans, directors, etc), senior administrators, staff, graduate associates/ teaching assistants/ instructional student assistants and coaching positions.

- [New & Returning Applicants](#)
- [Current Faculty, Staff & Students](#)

PCHRE Video

Quick Links

- > Campus Security Report (Clery Act)
- > Fresno State News
- > Academic Personnel
- > Computer Access
- > CSU Benefits
- > CSU Compensation
- > CSU Careers
- > University Mission Vision

SUPPORT FRESNO STATE  
GIVE NOW

**The Careers page displays.**

3. Scroll down to view the current job openings.

*Note: You can filter your job search by clicking the Faculty, Management, Staff, Student TA/GA/ISA or Temp Appointment hyperlinks.*

Careers Home  
Welcome

**Basic Job Search**

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

**My Career Tools**

- 0 Applications
- 0 Saved Resumes
- [My Profile](#)

**Status of Job Openings**

Status of Job Openings  
Review listing of Job Openings that are currently open or that have been closed in the last sixty (60) days.

**Notifications**

You do not have any notifications.

**Currently Viewing All Open Job Postings**

Click a link below to filter the list of Job Openings displayed:  
[All](#) [Faculty](#) [Management](#) [Staff](#) [Student TA/GA/ISA](#) [Temp Appointment](#)

	Date	Job Title	Job ID	Department
<input type="checkbox"/>	03/24/2015	Temporary Hire Applicant Pool	12590	
<input type="checkbox"/>	03/20/2015	Assist. Director of International Student Services & Programs (Administrator I)	12586	International Student Services
<input type="checkbox"/>	03/19/2015	Equipment Systems Specialist - Career	12582	Technology Services
<input type="checkbox"/>	03/18/2015	Teaching Associate - Music	12589	Music

4. Select the job opening that is requesting the conviction history.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home  
Welcome Sam

**Basic Job Search**

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

**My Career Tools**

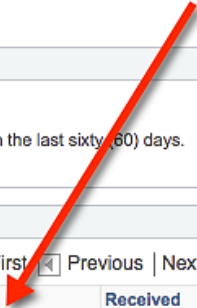
- 2 Applications
- 1 Saved Resumes
- [My Profile](#)

**Status of Job Openings**

Status of Job Openings  
Review listing of Job Openings that are currently open or that have been closed in the last sixty (60) days.

**Notifications**

	From	Subject	Received
<input type="checkbox"/>	California State University	Online Conviction History for Job # 12618	06/09/2015 7:19AM



## Conviction History

### 5. Conviction History

Displays.

- a. Select **Yes** or **No** if you have ever been convicted of an offense other than a minor traffic violation.
- b. If **Yes**, select **Add Conviction History**.

*Note: If you have multiple convictions, select Add Conviction History for each of your convictions.*

### 6. Add Conviction History

Displays.

- a. Complete sections for Offense Type, Date Convicted, City, State, Final Disposition, and Explanation.
- b. Click **Save & Return**, **Save & Add More**, once completed or **Cancel**.

*Note: If you have prior applications with Fresno State any conviction details will be carried forward to all applications. This information cannot be changed or deleted once submitted. You may not supplement or amend your representations in your responses, except in writing to the Associate VP for Human Resources at Fresno State.*

## Conviction History

Most convictions will not automatically disqualify job candidates. The seriousness of an offense, how the offense relates to the job you are applying for, and the date of the conviction are considered. In order to maintain a safe environment and protect University property, the University requires all applicants to answer the following:

**\*Have you ever been convicted of an offense other than a minor traffic violation?**

Yes  No

If you are unsure whether a previous offense meets this condition, you should obtain verification prior to answering this question or contact Human Resources.

**To enter conviction history detail, click the "Add Conviction History" button below.**

### Conviction History

You have not added any conviction history to your application.

[+ Add Conviction History](#)

Save


[Return to Previous Page](#)

## Add New Application

### Add Conviction History

#### Enter Conviction History Details

\*Offense Type:

\*Date Convicted:  

\*City, State:

\*Final Disposition:

\*Explanation:

Save & Return

Save & Add More

Cancel

[Return to Previous Page](#)

\* Required Field