



City Manager: _____

THE CITY OF POMONA

ADMINISTRATIVE POLICIES AND PROCEDURES

FALSIFICATION OF CITY EMPLOYMENT APPLICATION

I. PURPOSE

To ensure that applicants who falsify information on City employment applications are considered for separation from employment with full consideration for privacy and confidentiality of records.

II. APPLICABILITY

This Policy applies to all full-time and hourly/part-time applicants and current City employees.

III. POLICY

The City of Pomona is committed to hiring qualified individuals while abiding by Federal, State and Local laws and regulations that govern hiring practices. Any applicant hired as a City employee who has falsified his/her employment application may be subject to termination from City employment.

The Human Resources Director may allow special consideration for information not disclosed on the employment application regarding the applicant's prior criminal history. In addition, an employment application will not be considered falsified if an applicant can demonstrate that a specific criminal violation, which was not disclosed on said application, had been sealed, expunged, or dismissed by a court of law prior to the date of hire.

IV. PROCEDURE

A. All information provided to the City on an employment application must be true, factual, and complete. All information provided shall be subject to verification.

1. The hiring department or the Human Resources Department shall verify education, past employment, and other information listed on the application.

B. For Criminal History Only: All selected applicants will be fingerprinted prior to the first day of

employment. Any applicant working with or around children will not be hired until the City receives the fingerprint results.

FALSIFICATION OF EMPLOYMENT APPLICATION (Continued)

1. Applicants shall receive instructions to comply with fingerprinting requirements. (See attachment).
2. Fingerprints will be submitted to the Department of Justice and the results will be sent to the Human Resources Department.
3. If an applicant has a criminal history, the Human Resources Department will verify whether or not all requested criminal history information was disclosed on the employment application and to the truthfulness of the information provided.
4. Cases involving the falsification of the City's employment application and/or failure to disclose requested criminal history information, will be reviewed by the Human Resources Director and the applicable Department Director and hiring, retention or termination shall be based on a case-by-case analysis of all the facts bearing on the case.
 - a. Employees who have property rights to their jobs will be given procedural protection (due process) as provided for by the employee's applicable Memorandum of Understanding (MOU).