STATE OF CALIFORNIA — HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

PERSONNEL REPORT

INSTRUCTIONS: This form is intended for keeping a current roster of all the facility personnel, other adults and licensees residing in the facility, including backup persons, volunteers and licensee if administrator/director. Show license/certificate number if applicable for specialized staff [e.g., Social Worker and other consultant(s)]. Show coverage for twenty-four hour supervision in residential facilities. Report any changes in personnel to the licensing agency as required by regulations. Send original to Licensing Agency and retain copy in facility file.

NAME OF FACILITY	FACILITY TYPE	FACILITY NUMBER		
	· · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		
PREPARED BY	DATE			

STAFF SUBJECT TO CRIMINAL BACKGROUND CHECK REQUIREMENTS: The following staff members are subject to a criminal background check pursuant to Sections 1522, 1568.09, 1569.17 and 1596.871 of the Health and Safety Code. A California background clearance or a criminal record exemption shall be obtained prior to employment, residence or initial presence in the facility.

NAME	DATE JOB TITLE	JOB TITLE	SPECIFY DAYS AND HOURS ON DUTY			SPECIFY DAYS AND HOURS ON DUTY			SPECIFY DAYS AND HOURS ON DUTY		
		DAYS	FROM	TO	DAYS	FROM	TO	DAYS	FROM	ТО	
Licensee/Administrator											1
											i
											1
											i
											l
											i
											l
											1
											l
											1
											l
											l
				<u> </u>							
											i
				<u> </u>							
											l
											l
				<u> </u>							
											l
											1
											l
											l
											1
											l
											1
											l
-											
											i
											1
											i
											1
											l
	-										

LIC 500 (11/03) (PUBLIC) Page 1 of 2

ature Date												
NAME DATE	DATE EMPL'D	DATE JOB TITLE	DAYS AI	SPECIFY DAYS AND HOURS ON DUTY DAYS FROM TO		SPECIFY DAYS AND HOURS ON DUTY DAYS FROM TO			SPECIFY DAYS AND HOURS ON DUTY DAYS FROM TO			
			<i>D</i> , (10	TROW	10	<u> </u>	TROM	10	D/ (10	TROW		
											I	

B. STAFF EXEMPT FROM CRIMINAL BACKGROUND CHECK REQUIREMENTS: The following are believed exempt from criminal background check requirements pursuant to Sections 1522, 1568.09,