



SUPERIOR COURT OF CALIFORNIA, COUNTY OF DEL NORTE

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Human Resources
450 H Street, Room 209, Crescent City CA 95531
(707) 464-8115 x109

www.delnorte.courts.ca.gov

OFFICE USE ONLY

A S R Date _____
Reason _____

By: _____

| | |
|--|---|
| Instructions: Please complete all sections. Type or print in blue or black ink. 2. Notify the Human Resources & Labor Relations Bureau of any change of address or phone number. | TITLE OF POSITION FOR WHICH YOU ARE APPLYING: <div style="border: 1px solid black; height: 30px; width: 100%;"></div> |
|--|---|

| | | | |
|--|---|--|--|
| NAME | | | |
| ADDRESS | | | |
| CONTACT NUMBERS | HOME PHONE <input style="width: 150px;" type="text"/> | WORK PHONE <input style="width: 150px;" type="text"/> | |
| | CELLULAR PHONE <input style="width: 150px;" type="text"/> | EMAIL ADDRESS <input style="width: 150px;" type="text"/> | |
| IF YOU ARE NOW EMPLOYED BY SUPERIOR COURT | CURRENT STATUS <input style="width: 250px;" type="text"/> | | |
| | JOB TITLE <input style="width: 550px;" type="text"/> | | |
| ELIGIBILITY | Have you ever been convicted of a misdemeanor or felony. <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please give date and details: | |
| ELIGIBILITY | CAN YOU, UPON EMPLOYMENT, PROVIDE PROOF OF IDENTITY AND PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| |
|---|
| SPECIAL SKILLS AND ABILITIES Related to or required by the position for which you are applying. |
|---|

COMPUTER KNOWLEDGE

| PROGRAM | NAME OF SOFTWARE/APPLICATIONS | TYPES OF DOCUMENTS | LEVEL OF EXPERTISE (Limited, Proficient or Expert) |
|--------------------------|--|--|---|
| WORD PROCESSING | <input style="width: 150px;" type="text"/> | <input style="width: 150px;" type="text"/> | <input style="width: 150px;" type="text"/> |
| SPREADSHEETS | <input style="width: 150px;" type="text"/> | <input style="width: 150px;" type="text"/> | <input style="width: 150px;" type="text"/> |
| COURT MANAGEMENT SYSTEMS | <input style="width: 150px;" type="text"/> | <input style="width: 150px;" type="text"/> | <input style="width: 150px;" type="text"/> |
| EMAIL/INTERNET | <input style="width: 150px;" type="text"/> | <input style="width: 150px;" type="text"/> | <input style="width: 150px;" type="text"/> |

EDUCATION

HIGH SCHOOL EDUCATION

Highest Grade Completed

GRADUATED

GED

COLLEGE/UNIVERSITY

| TYPE OF DEGREE | NAME OF COLLEGE/UNIVERSITY | COURSE OF STUDY/MAJOR | # OF YEARS COMPLETED | DEGREE AWARDED? | | LAST YEAR OR YEAR DEGREE AWARDED |
|---|---|---|---|--------------------------|--------------------------|---|
| | | | | YES | NO | |
| <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 100%; height: 20px;" type="text"/> |

JOB-RELATED ACADEMIC, TECHNICAL OR VOCATIONAL TRAINING

| NAME AND LOCATION OF INSTITUTION | TITLE OR DESCRIPTION OF PROGRAM | LENGTH OF PROGRAM | DATES ATTENDED |
|---|---|---|---|
| <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |

PROFESSIONAL CREDENTIALS (LICENSES, CERTIFICATES, REGISTRATIONS)

Related to or required by the position for which you are

applying.

| NAME OR DESCRIPTION | ISSUING AGENCY OR BOARD | SERIAL # | ISSUE DATE | EXPIRATION DATE |
|---|---|---|---|---|
| <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |

EMPLOYMENT HISTORY - PAID, UNPAID

Beginning with your most recent job, list all jobs that you believe may be related to the position for which you are applying. Carefully describe all experience, paid or unpaid, which shows how you meet the minimum qualifications as stated in the job announcement. If you need more space, attach additional sheets. If you are or were employed in an organization in which you held multiple positions, please list each job title separately. **Completion of this section is required** however, you may also attach a résumé if desired.

| | | | | | | | |
|-------------------|---|--------------------------------|---|--------------------|---|------------------------------|---|
| From (Mo/Yr) | <input style="width: 100%; height: 20px;" type="text"/> | Current (Most Recent) Employer | <input style="width: 100%; height: 20px;" type="text"/> | Job Title | <input style="width: 100%; height: 20px;" type="text"/> | # of Staff Supervised By You | <input style="width: 100%; height: 20px;" type="text"/> |
| To (Mo/Yr) | <input style="width: 100%; height: 20px;" type="text"/> | Street or Mailing Address | <input style="width: 100%; height: 20px;" type="text"/> | | | | |
| Regular Hrs/Week | <input type="checkbox"/> | City/State/Zip Code | <input style="width: 100%; height: 20px;" type="text"/> | | | | |
| Supervisor's Name | <input style="width: 100%; height: 20px;" type="text"/> | | | Supervisor's Title | <input style="width: 100%; height: 20px;" type="text"/> | | |
| Why did you Leave | <input style="width: 100%; height: 20px;" type="text"/> | | | | | | |
| Duties | <input style="width: 100%; height: 100%; border: none;" type="text"/> | | | | | | |

EMPLOYMENT HISTORY - PAID, UNPAID

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| | | | |
|---|---|---|--|
| From (Mo/Yr) <input type="text"/> | Employer <input type="text"/> | Job Title <input type="text"/> | # of Staff Supervised By You <input type="text"/> |
| To (Mo/Yr) <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Regular Hrs/Week <input type="text"/> | Street or Mailing Address <input type="text"/> | City/State/Zip Code <input type="text"/> | |
| Supervisor's Name <input type="text"/> | | Supervisor's Title <input type="text"/> | Phone Number <input type="text"/> |
| Why did you Leave <input type="text"/> | | | |
| Duties <input type="text"/> | | | |

| | | | |
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| Regular Hrs/Week <input type="text"/> | Street or Mailing Address <input type="text"/> | City/State/Zip Code <input type="text"/> | |
| Supervisor's Name <input type="text"/> | | Supervisor's Title <input type="text"/> | Phone Number <input type="text"/> |
| Why did you Leave <input type="text"/> | | | |
| Duties <input type="text"/> | | | |

| | | | |
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| Supervisor's Name <input type="text"/> | | Supervisor's Title <input type="text"/> | Phone Number <input type="text"/> |
| Why did you Leave <input type="text"/> | | | |
| Duties <input type="text"/> | | | |

ADDITIONAL EMPLOYMENT INFORMATION

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not address on the previous page, have you ever been fired or asked to resign from a job? If yes, please explain.

In your current job, have you ever written instructions or directions to be followed by employees or customers? If yes, please explain.

Is there any other job-related information you want us to know about you?

APPLICANT STATEMENT

PLEASE READ BEFORE SIGNING.

I certify that the information provided by me on all pages and documents of this employment application is accurate, complete and true to the best of my knowledge and belief and may be subject to verification. I understand that any misrepresentations, fraud, or omission of material facts may result in denial of employment or used for disciplinary action, including dismissal, after employment.

I understand that any offer of employment I receive may be contingent upon passing a job-related physical, drug test and/or satisfactory completion of a background investigation which may include criminal and financial information.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

SIGNATURE OF APPLICANT

DATE

REASONABLE ACCOMMODATION DURING EXAM PROCESS

If you require accommodation in the examination process because of a disability, please call (707) 464-8115 ext. 109 to discuss your needs.

RECRUITING SOURCE

HOW DID YOU LEARN OF THIS OPEN POSITION?

- Superior Court Website Newspaper Employee Walk-In

IF ONE OF THE FOLLOWING SOURCES LISTED BELOW, PLEASE SPECIFY:

- Posting in Non-Court Location:
 Newspaper:
 School/Career Placement Center:
 Publication or Organization whose primary emphasis is diversity:
 Other:

CONFIDENTIAL INFORMATION

Superior Court, County of Del Norte is required by the U.S. Equal Employment Opportunity Commission to collect and maintain the information requested below for EEO (Equal Employment Opportunity) statistical reporting purposes. The California Government Code permits public employers to solicit such information on a voluntary basis. The additional information that you provide will assist the Human Resources & Labor Relations Bureau in evaluating the effectiveness of its recruiting processes. All information you provide will be maintained separately from your employment application and will not be provided to Superior Court locations or divisions when you are referred for employment consideration. This information which you provide **voluntarily** will be kept confidential.

Sex: Male Female Age

RACIAL OR ETHNIC GROUP (Please check or complete one box only)

- AMERICAN INDIAN OR ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- ASIAN:** All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent. The area includes, for example, China, India, Japan and Korea.
- BLACK (Not of Hispanic Origin):** All persons having origins in any of the Black racial groups of Africa.
- FILIPINO:** All persons having origins in the peoples of the Philippine Islands.
- HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- NATIVE HAWAIIAN OR PACIFIC ISLANDER:** All persons having origins in any of the Hawaiian or Pacific Islands.
- WHITE (Not of Hispanic Origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Decline to State**

ARE YOU AN INDIVIDUAL WITH A DISABILITY? Yes No