

Employment Application
 Superior Court of California
 County of Glenn

Return Applications to:
 GLENN SUPERIOR COURT
 Attn: Priscilla Butler
 526 West Sycamore Street
 Willows, CA 95988-2739
 (530) 934-6446 FAX (530) 934-6406

**THE SUPERIOR COURT
 OF CALIFORNIA**



COUNTY OF GLENN

HUMAN RESOURCES USE ONLY !

Received By: _____
 Accepted
 Rejected - Reason _____
 Reviewed by _____
 Reviewed on _____
 Test Scores _____

INSTRUCTIONS: This application is part of the selection process. Before completing the application, read the job announcement to ensure you submit all necessary information to have your application evaluated. If a keyboarding certificate is required, it must be included with the application. Do not submit a résumé in place of completing any part of this application. If you need additional space, please attach extra sheets.

INCOMPLETE APPLICATIONS OR THOSE RECEIVED AFTER THE FINAL FILING DATE WILL NOT BE CONSIDERED.

JOB TITLE

NAME (Last, First, Middle)	TELEPHONE Daytime _____ Evening _____
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ADDRESS (Number, Street, City, State, Zip Code)	E-mail Address
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OTHER NAMES USED IN EMPLOYMENT (Last, First, Middle)

YES NO Have you ever been convicted of a crime (other than minor traffic offenses) or by a court martial?
 If YES, complete a "Conviction Record" form available at the Court Administration Office. Conviction is NOT automatic grounds for rejection.

DO YOU HAVE A VALID CALIFORNIA DRIVER'S LICENSE? YES NO

LIST ALL RELATIVES EMPLOYED BY THE GLENN COUNTY SUPERIOR COURT	RELATIONSHIP	COURT DEPARTMENT

DO YOU FLUENTLY SPEAK READ WRITE ANY LANGUAGE(S) OTHER THAN ENGLISH YES NO
 IF YES, INDICATE LANGUAGE(S) _____

INDICATE MACHINE SKILLS, LANGUAGES OR OTHER SPECIAL SKILLS YOU POSSESS WHICH APPLY TO THIS POSITION

EDUCATION

CIRCLE HIGHEST LEVEL COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Over 16

LIST ALL EDUCATIONAL DEGREES, PROFESSIONAL CERTIFICATES OR LICENSES RECEIVED IF PERTINENT TO THIS APPLICATION

DEGREE	MAJOR	INSTITUTION	ATTENDANCE DATES

LICENSE/CERTIFICATE	GRANTING AGENCY	EXPIRATION DATE

LIST ALL COURSEWORK COMPLETED WHICH YOU FEEL IS RELEVANT TO THIS APPLICATION

TITLE	INSTITUTION	*UNITS

*Please Indicate S-Semester Units or Q-Quarter Units -Indicate which

EMPLOYMENT HISTORY

Give complete information for jobs held during the past fifteen (15) years. Attach additional sheets if more space is needed. Show your present or most recent job first. Verifiable voluntary experience may be considered if job related. Please indicate if you were employed under another name.

Name of Present or Last Employer		Address	Your Title
From	Month Year	To	Month Year
Starting Salary		Final Salary	
Supervisor's Name, Title and Telephone			
Hours Worked Per Week		Reason For Leaving	
Next Previous Employer		Address	Your Title
From	Month Year	To	Month Year
Starting Salary		Final Salary	
Supervisor's Name, Title and Telephone			
Hours Worked Per Week		Reason For Leaving	
Next Previous Employer		Address	Your Title
From	Month Year	To	Month Year
Starting Salary		Final Salary	
Supervisor's Name, Title and Telephone			
Hours Worked Per Week		Reason For Leaving	
Next Previous Employer		Address	Your Title
From:	Month Year	To:	Month Year
Starting Salary		Final or Present	
Supervisor's Name, Title and Telephone			
Hours Worked Per Week		Reason For Leaving	

May we contact all supervisors listed? Yes No - Indicate Exceptions: _____

Superior Court is an Equal Opportunity Employer. Women, minorities, and the disabled are encouraged to apply. If you need accommodation in the examination/interview process, please contact the Court Administration at least five (5) working days before a scheduled examination/interview.

I certify that all statements are true, complete and correct to the best of my knowledge, and I agree and understand that any misstatements or omissions of facts on my part may forfeit my right to employment, even if discovered after I have become an employee of the Superior Court. I agree to accept any assignment that is not in violation of pertinent rules or policy regarding hours of work and location as directed by management.

SIGNATURE: _____ **DATE:** _____

Reminder: Failure to sign, date or complete the above Employment Application form will result in the application being rejected.

Court Legal Process Clerk I/II/III (1-12) Supplemental Application

This supplemental application and the regular court application and other required documents will be the basis for a competitive evaluation of qualifications. A résumé will not substitute for the responses to this application.

On a separate sheet(s) of paper, please type or print your responses to the items below. Be concise and specific. Please print your name, sign and date EACH page.

1. The successful candidate in this position will be:
 - A. Dependable;
 - B. Organized;
 - C. Have exceptional customer service skills; and
 - D. Able to multi task, and keep up with a heavy workload.

For each of the items A-D above, explain in DETAIL and demonstrate how you have been successful and excelled in these areas in your current or prior positions.

2. This position does not require prior legal experience. Please explain why you are interested in working for the Court and how your interests and past experience will make you the best candidate for this position.

Superior Court of California, County of Glenn

Equal Opportunity Employer Questionnaire

POSITION TITLE: _____

The following information is necessary for the Superior Court to evaluate its hiring practices and to prepare reports required by law for the State and Federal Government. This form will be detached from the employment application. The information contained will be confidential and will NOT be used to make a decision about your employment.

FEMALE MALE

AGE: _____ DATE OF BIRTH: ____ / ____ / ____

ETHNIC GROUP

Please check one box which best identifies you:

- 1 WHITE (non-Hispanic, having origins in any of the original peoples of Europe, North Africa, or the Middle East)
- 3 BLACK / AFRICAN AMERICAN (non-Hispanic, having origins in any of the Black racial groups of Africa)
- 5 HISPANIC or LATINO (a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.)
- 6 AMERICAN INDIAN (having origins in any of the original peoples of North and South America including Central America and who maintains a cultural identification through tribal affiliation or community recognition)
- 7 ASIAN (non-Hispanic having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- 8 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (non-Hispanic, having origins of the Pacific Islands including, for example, Hawaii, the Philippines, Guam, and Samoa)

ARE YOU A PERSON WITH A DISABILITY? YES
 NO

Please explain and advise Court Administration at (530) 934-6382 if you will need special accommodations to participate in this process.

Please submit your application to:

[Superior Court of California, County of Glenn](#)
526 W. Sycamore Street, Room 104
Willows, CA 95988

HOW DID YOU FIND OUT ABOUT THIS POSITION?

Please complete the following by checking one or more:

- Court Website
- Court Job Information Line
- Job Bulletin Posted at Public Agency (Court, County, City, Library, etc.)

Name of Agency

- School Placement Office

Name of School

- Court or County Employee
- Friend or Relative
- Newspaper
- Professional Conference
- Other—Please Specify: _____

VETERAN'S PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination of a person who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service.

A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veteran's preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

DO YOU CLAIM VETERANS' CREDIT? YES NO

If yes, attach a copy of your DD214 or other official document to this application.