

Employment Application

**The Superior Court
of California**



County of Glenn

PERSONNEL DEPARTMENT USE ONLY!

Received By: _____
 Accepted
 Rejected-Reason _____

 Reviewed by _____
 Reviewed on _____
 Test Scores _____

Personnel Department
 525 West Sycamore Street, Ste. A
 Willows, CA 95988-2739
 (530) 934-6451 FAX (530) 934-6452
 TDD—No Voice (530) 934-6444

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 evaluate your application. **DO NOT SUBMIT A RESUME IN PLACE OF COMPLETING ANY PART OF THIS APPLICATION.** Applications and attachments will not be returned or photocopied for you. Print all answers accurately and legibly in ink or type. If you need additional space, please attach extra sheets. **INCOMPLETE APPLICATIONS WILL BE REJECTED.**

1. JOB TITLE:

2. Name (Last, First, Middle)	3. Social Security Number
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4. Address (Number, Street, City, State, Zip Code)	5. Telephone Home : _____ Business : _____
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6. IF HIRED CAN YOU PROVIDE PROOF OF AGE?
 YES NO If under age 18, you must submit a valid work permit upon offer of employment.

7. 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 Personnel Office. Conviction is NOT automatic grounds for rejection.

8. DO YOU HAVE A VALID CALIFORNIA DRIVER'S LICENSE? YES NO If YES, indicate CLASS _____

9. LIST ALL RELATIVES EMPLOYED BY THE SUPERIOR COURT	RELATIONSHIP	DEPARTMENT EMPLOYED BY

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

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

B. LIST ALL EDUCATIONAL DEGREES, PROFESSIONAL CERTIFICATES OR LICENSES RECEIVED IF PERTINENT TO THIS APPLICATION:
 (1) DEGREE MAJOR SCHOOL

(2) LICENSE/CERTIFICATE GRANTING AGENCY DATE EXPIRES

C. LIST ALL COURSEWORK COMPLETED WHICH YOU FEEL IS RELEVANT TO THIS APPLICATION:
TITLE INSTITUTION *UNITS

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

For current job openings visit our website www.countyofglenn.net, select Departments & Agencies, and choose Personnel to view listings.

GCPER 41 Courts - Rev. 9/06/01

✂ _____
 ✂ _____

❖ AFFIRMATIVE ACTION QUESTIONNAIRE ❖

THE INFORMATION ON THIS FORM WILL ALLOW COMPLIANCE WITH FEDERAL STATISTICAL REPORTING REQUIREMENTS. THIS INFORMATION IS VOLUNTARY AND WILL NOT BE RETAINED WITH YOUR APPLICATION. IT WILL BE USED FOR RESEARCH PURPOSES ONLY AND WILL NOT BE USED FOR ANY EMPLOYMENT DECISION AFFECTING YOU.

CHECK ONE FOR EACH CATEGORY:

SEX: FEMALE MALE AGE GROUP: UNDER 21 21-29 30-39 40 OR OVER
 HANDICAP: NO YES - IF "YES" SPECIFY _____

ETHNIC CATEGORY: I CONSIDER MYSELF TO BE A MEMBER OF THE FOLLOWING ETHNIC GROUP (CHECK ONE):

- _____ "WHITE": PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, NORTH AFRICA, THE MIDDLE EAST, OR THE INDIAN SUBCONTINENT.
- _____ "AMERICAN INDIAN OR ALASKAN NATIVE": PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AMERICA.
- _____ "BLACK": PERSONS OF BLACK AFRICAN ANCESTRY.
- _____ "ASIAN OR PACIFIC ISLANDER": PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF THE FAR EAST, SOUTHEAST ASIA, OR THE PACIFIC ISLANDS. THIS AREA INCLUDES FOR EXAMPLES: CHINA, JAPAN, KOREA, THE PHILIPPINE ISLANDS, AND SAMOA.
- _____ "HISPANIC": PERSONS OF MEXICAN, PUERTO RICAN, CUBAN, CENTRAL OR SOUTH AMERICAN OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE.

GCPER 41-A Courts - Rev. 10/17/00

EMPLOYMENT HISTORY: STARTING WITH YOUR MOST RECENT POSITION, LIST ALL EMPLOYMENT IN THE LAST 10 YEARS. LIST MILITARY SERVICE, VOLUNTEER WORK OR MANPOWER TRAINING ONLY IF IT DIRECTLY RELATES TO THE POSITION FOR WHICH YOU ARE APPLYING. **ALTHOUGH WE WELCOME YOUR RESUME, IT CANNOT SUBSTITUTE FOR COMPLETION OF THIS SECTION. ADD ADDITIONAL SHEETS IF NECESSARY.**

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

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

IMPORTANT: If you would like to be notified whether selected or not, please include a self-addressed, stamped envelope. Only those selected for an interview will be automatically contacted. **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 Personnel Department 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.

✂ _____
✂ _____

SOURCE QUESTIONNAIRE ❖

I FIRST LEARNED OF THIS JOB OPENING THROUGH (CHECK ONE) :

- _____ FRIEND OR RELATIVE
- _____ GLENN COUNTY PERSONNEL DEPARTMENT
- _____ ADVERTISEMENT IN: TRI COUNTY NEWSPAPER CHICO ER SACRAMENTO VALLEY MIRROR
 CHICO NEWS & REVIEW SACRAMENTO BEE
 OTHER NEWSPAPER _____
- _____ ADVERTISEMENT IN A MAGAZINE OR PERIODICAL (SPECIFY): _____
- _____ OTHER (SPECIFY): _____