



**Superior Court of California
County of Calaveras
400 Government Center Drive
San Andreas, California 95249
www.calaveras.courts.ca.gov**

EMPLOYMENT APPLICATION

PLEASE NOTE:

- A separate application is required for each position.
- Type or print in ink.
- Considered.
- Complete all items on both sides of the application.
- Incomplete or illegible applications will not be considered.

You are responsible for notifying the Calaveras Superior Court of any changes to your address or telephone number.

I. GENERAL INFORMATION

POSITION APPLYING FOR:		DATE:	
LAST NAME:		FIRST NAME:	
M:			
ADDRESS:			
CITY:		STATE:	
ZIP:			
HOME PHONE NO:	CELL PHONE NO:	WORK PHONE NO:	EMAIL:

LIST OTHER NAMES YOU HAVE USED:
DO YOU FLUENTLY SPEAK A LANGUAGE OTHER THAN ENGLISH? IF YES, SPECIFY:

II. EMPLOYMENT HISTORY

Provide detailed information about your employment history for the past ten years. List your current or most recent job first. Include verifiable volunteer experience if it is relevant to the job. Resumes may be attached but will not replace the requirement to complete this section. Statements such as 'See Attached Resume' will not be accepted. If more space is needed please attach additional sheets. Former employers may be contacted for reference.

EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES		JOB TITLE
	FROM	TO	
DUTIES:			
SUPERVISOR'S NAME & PHONE:			
REASON FOR LEAVING:			
MAY WE CONTACT THIS EMPLOYER?			
IF "NO", WHY NOT?			

EMPLOYER'S NAME & ADDRESS		EMPLOYMENT DATES		JOB TITLE
		FROM	TO	
DUTIES:				
SUPERVISOR'S NAME & PHONE:				
REASON FOR LEAVING:				
MAY WE CONTACT THIS EMPLOYER?				
IF "NO", WHY NOT?				

EMPLOYER'S NAME & ADDRESS		EMPLOYMENT DATES		JOB TITLE
		FROM	TO	
DUTIES:				
SUPERVISOR'S NAME & PHONE:				
REASON FOR LEAVING:				
MAY WE CONTACT THIS EMPLOYER?				
IF "NO", WHY NOT?				

EMPLOYER'S NAME & ADDRESS		EMPLOYMENT DATES		JOB TITLE
		FROM	TO	
DUTIES:				
SUPERVISOR'S NAME & PHONE:				
REASON FOR LEAVING:				
MAY WE CONTACT THIS EMPLOYER?				
IF "NO", WHY NOT?				

YOU MAY COPY THIS PAGE TO ADD ADDITIONAL EMPLOYERS TO FULLY ANSWER THIS PART.

III. MISCELLANEOUS INFORMATION

READ FULLY. ANSWER BY CHECKING YES OR NO.		YES	NO
1	Do you have the legal right to work in the United States? (<i>Court hires only U.S. citizens and aliens authorized to work in the United States. All new employees will be required to complete an I-9 form and provide documentation establishing identity and employment eligibility within three (3) days of hire.</i>)		
2	Have you ever been discharged, rejected during probation, or resigned under pressure or unfavorable circumstances from any job or employment within the past ten years? If so, explain in section 8.		
3	Do you have a valid driver's license to operate a motor vehicle in California? Type: _____ DL# _____ State: _____		
4	Have you ever applied for this position before with the Calaveras Superior Court?		
5	Have you ever been employed by Calaveras Superior Court or any other Court? If yes, list details in section 8		
6	Do you have relatives employed by Calaveras Superior Court? If so, list names and relationship in section 8.		
7	Please check the types of employment you are willing to accept: Full Time Part Time Temporary		
8	Use this space to clarify any of the above.		

IV. EDUCATION, SKILLS, AND TRAINING

NAME, LOCATION, COURSE OF STUDY	DATES	UNITS/DEGREE
College or University:	FROM:	UNITS: _____ (QTR/SEM) DEGREE: _____
	TO:	
College or University:	FROM:	UNITS: _____ (QTR/SEM) DEGREE: _____
	TO:	
Graduate School:	FROM:	UNITS: _____ (QTR/SEM) DEGREE: _____
	TO:	
Business or Trade School:	FROM:	UNITS: _____ (QTR/SEM) DEGREE: _____
	TO:	

Do you have a High School Diploma or G.E.D certificate?	Yes	No
---	-----	----

If not, what is the highest grade completed?

If the position for which you are applying has specific skills or course requirements indicated in the job description, list the courses you feel fulfill these requirements.

Institution where Acquired and Course Title	Length of Course	Date Completed

List valid licenses and certificates you hold that relate to your qualifications for this position.

Type Lic/Cert	Issuing Agency	Reg. No or ID No.	Date Issued	Expiration Date

V. REFERENCES (Give names, titles, addresses and telephone numbers of three persons we may contact who are familiar with your competencies as they relate to this position.)

Name / Title	Company Name / Address	Telephone #

IMPORTANT NOTICE TO APPLICANTS:

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED. PLEASE REVIEW YOUR APPLICATION TO ENSURE ALL QUESTIONS ARE ANSWERED.

INITIAL EACH PARAGRAPH BELOW YOU AGREE TO AND SIGN AT THE BOTTOM.

CERTIFICATION: I certify that all information provided in this application is true and complete to the best of my knowledge. I understand that any false, incomplete, or misleading information may result in disqualification from the hiring process or termination of employment with Calaveras Superior Court, if hired. (Initials _____)

I authorize Calaveras Superior Court to investigate my references, work history, education, and any other factors related to my suitability for employment. I grant permission for my current or previous employers, educational institutions, and references to provide any relevant information to Calaveras Superior Court, releasing them from any liability for sharing this information. (Initials _____)

I specifically authorize Calaveras Superior Court to use my Driver's License information for a driving record check with the Department of Motor Vehicles. I also grant permission to obtain additional information as needed, including but not limited to a criminal history record check, and release all sources from any liability in providing such information. I understand that if hired, I will be required to comply with all rules, regulations, and policies of Calaveras Superior Court. (Initials _____)

I have attached _____ additional pages to this Employment Application. I declare, under penalty of perjury, that all information in this application and the attached pages is true and correct. (Initials _____)

Date

Signature of Applicant (sign in ink)