



# SUPERIOR COURT OF CALIFORNIA

COUNTY OF IMPERIAL

## EMPLOYMENT APPLICATION

1625 W. Main Street, El Centro, CA 92243

Phone number (760) 336-3530

Website: <http://www.imperial.courts.ca.gov>

DATE RECEIVED

**EEO/ADA COMPLIANT**

**INSTRUCTIONS TO APPLICANTS:** All pages of this application must be completed to be considered for court employment. Please type or print clearly in black or blue ink. This application is part of the examination process. Before completing this form, please read the minimum qualifications for the job in which you are interested. Your application will not be considered for this position unless you meet these qualifications. It is the applicant's responsibility to ensure that the original application is on file with the Superior Court no later than 4:00 p.m. of the final filing date. Late applications will be rejected.

**Resumes may be added to this application, but cannot be substituted for a completed Superior Court Application for Employment.**

|  |                                |                         |                              |               |  |
|--|--------------------------------|-------------------------|------------------------------|---------------|--|
| LIST TITLE OF POSITION APPLYING FOR:   |                                |                         | DATE AVAILABLE TO BEGIN WORK |               |  |
| LAST NAME  | FIRST NAME                     | MIDDLE NAME             | LIST ANY PREVIOUS NAMES      |               |  |
| MAILING ADDRESS: NUMBER, STREET AND APT. OR P.O. BOX, CITY, STATE AND ZIP CODE |                                |                         |                              | EMAIL ADDRESS |  |
| HOME TELEPHONE NUMBER<br>( ) -   | WORK TELEPHONE NUMBER<br>( ) - | Driver's License Number | Class                        | State         |  |
|  |                                | Expiration Date:        |                              |               |  |

**LIST LANGUAGES OTHER THAN ENGLISH IN WHICH YOU ARE PROFICIENT**

Speak: \_\_\_\_\_ Read: \_\_\_\_\_ Write: \_\_\_\_\_

**EDUCATION: LAST HIGH SCHOOL ATTENDED:**

Did you graduate? Yes  No  If not, do you have a GED Certificate? Yes  No

**Applicants may be required to furnish proof of academic training by transcript or diploma.**

| EDUCATIONAL INSTITUTIONS ATTENDED<br>(Colleges, Technical Schools, etc.) | COURSE OF STUDY/MAJOR | UNITS COMPLETED |      | CONFERRED DEGREE (if any) | From mm/yy | To mm/yy |
|--|-----------------------|-----------------|------|---------------------------|------------|----------|
|  |                       | Semester        | Unit |                           |            |          |
|  |                       |                 |      |                           |            |          |
|  |                       |                 |      |                           |            |          |
|  |                       |                 |      |                           |            |          |

**PROFESSIONAL CREDENTIALS (LICENSES, CERTIFICATES, REGISTRATIONS)**

| NAME OR DESCRIPTION | ISSUING AGENCY OR BOARD | ISSUING DATE | EXPIRATION DATE |
|---------------------|-------------------------|--------------|-----------------|
|                     |                         |              |                 |
|                     |                         |              |                 |

**MISCELLANEOUS INFORMATION: Read Carefully. Answer by checking Yes or No.**

|   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. <b>Do you have the legal right to work in the United States?</b> (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.)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <b>Have you ever been convicted, pled guilty, or pled no contest to any criminal offense by any court, since the age of 18?</b> If yes, please note in section 7 the date and the place of each offense, the specific charge, the date and place of conviction, or plea, and the fine or sentence received. You may omit any offense for which the only punishment imposed was a fine of less than \$50.00. Any offense for which you were convicted for which the punishment imposed was fine in excess of \$50.00 or which required serving a jail or prison sentence, or which required probation, MUST be reported. (A criminal record is not necessarily a bar to employment. Each case is given individual consideration, based on the job.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <b>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?</b> If so, explain in section 7.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>Have you ever been employed by the Superior Court, County of Imperial, or any other Court?</b> If yes, list Court and job in section 7.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. <b>Do you have relatives employed by the Superior Court, County of Imperial?</b> If so, list names and relationship in section 7.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <b>Are you 18 years of age or older?</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. <u>Use this space to clarify any of the above.</u>   |                          |                          |

**EXPERIENCE:** Please account for all employment **within the last ten years**, beginning with your current or most recent position. In addition, please indicate any other experience that you feel is relevant to the position for which you are applying (e.g. volunteer experience, military experience, etc). Complete all requested information fully. PLEASE USE ADDITIONAL WORK EXPERIENCE ADDENDUM FORM OR YOU MAY ATTACH ADDITIONAL SHEETS IF NECESSARY. **RESUMES MAY BE ATTACHED BUT WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION.**

|                     |                                       |                 |
|---------------------|---------------------------------------|-----------------|
| <b>From (mm/yy)</b> | Present or Most Recent Employer Name: | Your Job Title: |
|---------------------|---------------------------------------|-----------------|

|                   |                   |                                   |
|-------------------|-------------------|-----------------------------------|
| <b>To (mm/yy)</b> | Employer Address: | Your Supervisor's Name and Title: |
|-------------------|-------------------|-----------------------------------|

|                        |                            |                     |                     |  |
|------------------------|----------------------------|---------------------|---------------------|--|
| Hourly Pay Rate:<br>\$ | Regular Hours<br>Per Week: | Reason for Leaving: | Phone Number: ( ) - | May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> |
|------------------------|----------------------------|---------------------|---------------------|--|

**Duties:**

|  |
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|  |
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|                     |                |                 |
|---------------------|----------------|-----------------|
| <b>From (mm/yy)</b> | Employer Name: | Your Job Title: |
|---------------------|----------------|-----------------|

|                   |                   |                                   |
|-------------------|-------------------|-----------------------------------|
| <b>To (mm/yy)</b> | Employer Address: | Your Supervisor's Name and Title: |
|-------------------|-------------------|-----------------------------------|

|                        |                            |                     |                     |  |
|------------------------|----------------------------|---------------------|---------------------|--|
| Hourly Pay Rate:<br>\$ | Regular Hours<br>Per Week: | Reason for Leaving: | Phone Number: ( ) - | May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> |
|------------------------|----------------------------|---------------------|---------------------|--|

**Duties:**

|  |
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|                     |                |                 |
|---------------------|----------------|-----------------|
| <b>From (mm/yy)</b> | Employer Name: | Your Job Title: |
|---------------------|----------------|-----------------|

|                   |                   |                                   |
|-------------------|-------------------|-----------------------------------|
| <b>To (mm/yy)</b> | Employer Address: | Your Supervisor's Name and Title: |
|-------------------|-------------------|-----------------------------------|

|                        |                            |                     |                     |  |
|------------------------|----------------------------|---------------------|---------------------|--|
| Hourly Pay Rate:<br>\$ | Regular Hours<br>Per Week: | Reason for Leaving: | Phone Number: ( ) - | May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> |
|------------------------|----------------------------|---------------------|---------------------|--|

**Duties:**

|  |
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|  |
|  |

**PROFESSIONAL REFERENCES:** Please list supervisors, co-workers, subordinates, instructors, etc. Do not list relatives or friends.

| Name | Occupation | Phone | Relationship | Years Known |
|------|------------|-------|--------------|-------------|
|      |            | ( )   |              |             |
|      |            | ( )   |              |             |
|      |            | ( )   |              |             |

**CERTIFICATE OF APPLICANT AND CONSENT TO RELEASE OF INFORMATION**

**Equal Opportunity:** The Superior Court, County of Imperial, is an equal employment opportunity employer, observing Federal, State and Local laws regarding discrimination on the basis of non-merit factors including sex, age, marital status, race, color, ancestry, national origin, medical condition, handicap, and sexual preference.

I hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge, and I understand and agree that any false, incomplete or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the Superior Court, County of Imperial, if I am employed. I authorize Superior Court, County of Imperial, to investigate my references, work record, education or any other matters relating to my suitability for employment.

I further give the Superior Court, County of Imperial, the right to secure additional information from any source as necessary including, but not limited to, a criminal history record check. I release any and all sources of information from any liability from providing this information. I understand that if I am employed, I will be required to abide by all rules, regulations, and policies of the Superior Court, County of Imperial. I declare, under penalty of perjury, that all information is correct.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# RECRUITMENT QUESTIONNAIRE

All applicants are asked to voluntarily provide the following information. This section will be removed from your application prior to review and will be kept separately. All information provided is strictly confidential.

Position for which you are applying: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Please indicate below how you became aware of this job opportunity. Check all that apply.

- Internet Site \_\_\_\_\_
- Cal Jobs
- Walk-in
- Word of Mouth
- Current Employee
- Bulletin at other Court or Agency
- Job Fair
- Periodical (e.g. newspaper, magazine) \_\_\_\_\_
- Other \_\_\_\_\_

Choose the following categories with which you most closely identify.

## GENDER:

- Male  Female

## AGE GROUP:

- Under 21     30-39     50-59  
 21-29     40-49     60 or over

## ETHNIC GROUP:

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North or South America (including Central America), and who maintain tribal affiliations or community attachment.
- Two or More Races** (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.