

FOR HUMAN RESOURCES USE ONLY REVIEW _____ DATE _____ <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED	<h2 style="margin: 0;">SUPERIOR COURT OF CALIFORNIA</h2> <h3 style="margin: 0;">COUNTY OF SANTA CLARA</h3> <h1 style="margin: 0;">EMPLOYMENT APPLICATION</h1> <p style="margin: 5px 0;">Superior Court Administration Human Resources Division 191 North First Street San José, California 95113 (408) 882-2700 Job Hotline (408) 882-2750 Website: www.sccourt.org</p>	
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Your application and any required supplemental information MUST be received in the Human Resources office by 5:00 p.m. on the closing date listed on the job announcement

1. POSITION TITLE APPLIED FOR:				Are you interested in <input type="checkbox"/> Permanent or <input type="checkbox"/> Temporary employment?			
2. Name: Last		First		Middle		3. Email Address	
4. Street Address			5. Apt #		6. Home Telephone Number ()		
7. City		8. State		9. Zip Code		10. Work Telephone Number ()	
11. Driver's License (Number, State and Expiration Date)				12. Languages spoken fluently other than English:			
13. Do you have any relatives currently employed in the Superior Court of California, County of Santa Clara? <input type="checkbox"/> YES <input type="checkbox"/> NO							
If yes, please complete Name:			Relationship			Superior Court Location	
14. Have you ever been fired or asked to resign from employment? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain:							
15. Do you give permission to contact your current and/or previous employer(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO							
16. Education High School Diploma: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> G.E.D. Certificate			High School Name			Location	
College or University Include Graduate Study, Certification or Special Training:			Major		Units Completed		Degree(s) Received
17. AS AN ADULT, HAVE YOU EVER BEEN CONVICTED OF A CRIME (EXCLUDING MINOR TRAFFIC INFRACTIONS NOT PUNISHABLE BY JAIL OR IMPRISONMENT) FINED, PLACED ON PROBATION OR GIVEN A SUSPENDED SENTENCE IN ANY COURT OF LAW OR MILITARY COURT? DO NOT INCLUDE JUVENILE OFFENSES IF RECORD HAS BEEN SUBSEQUENTLY SEALED BY COURT ORDER. <input type="checkbox"/> YES <input type="checkbox"/> NO							
Date of Conviction		Location of Conviction		Describe Nature of the Offense		Disposition	
(PLEASE NOTE: A CONVICTION IS NOT AN AUTOMATIC BAR TO EMPLOYMENT; EACH CASE IS CONSIDERED ON ITS MERITS.)							
If yes, please explain:							

The following information is necessary for the Superior Court of California, County of Santa Clara to evaluate its hiring practices and to prepare reports required by law for the State and Federal Government. This form will be detached prior to distribution for rating of the application, and maintained separately by the Human Resources Division. The information contained in this section will be confidential and will NOT be used to make employment decisions.

How did you find out about this job?	Ethnic Code:	Age Group	Disability	Sex
<input type="checkbox"/> Exam Announcement	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Under 21	<input type="checkbox"/> Disabled	<input type="checkbox"/> Female
<input type="checkbox"/> Internet Website	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> 21-29		<input type="checkbox"/> Male
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Black (African, Jamaican, Trinidadian, West Indian)	<input type="checkbox"/> 30-39		
<input type="checkbox"/> Job Hotline	<input type="checkbox"/> Filipino	<input type="checkbox"/> 40-49		
<input type="checkbox"/> Other (<i>specify</i>) _____	<input type="checkbox"/> White (Caucasian, Anglo-Saxon)	<input type="checkbox"/> 50-59		
	<input type="checkbox"/> Other _____	<input type="checkbox"/> 60 or over		

18. Provide sufficient information to allow for review and evaluation of your work experience and abilities. List the positions you have held starting with your most recent job. Include relevant volunteer experience. For full consideration, you must provide all information requested about your qualifications and work record. Attach additional sheets if necessary. **Resumes will not be accepted in place of completed application.**

Period of Employment	Job Title and Most Important Duties Performed	Name and Address of Employer
Salary: \$ _____ From: _____ To: _____ Total: _____ Years _____ Months <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week: _____	Job Title: _____ Duties: _____ Reason for leaving: _____	Supervisor's Name: _____ Telephone Number: _____
Salary: \$ _____ From: _____ To: _____ Total: _____ Years _____ Months <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week: _____	Job Title: _____ Duties: _____ Reason for leaving: _____	Supervisor's Name: _____ Telephone Number: _____
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CERTIFICATE OF APPLICANT (Read carefully before signing): I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any misstatement or omission of material fact regarding my application, background information or relevant employment history may subject me to disqualification or dismissal.

I authorize employers, schools, law enforcement agencies, and other individuals and organizations named in this application to provide information regarding my work record, job performance, character, ability, and fitness to authorized employees of the Superior Court of California, County of Santa Clara. I release current and previous employers, schools, law enforcement agencies, individuals, organizations, and the Superior Court of California, County of Santa Clara and its employees/representatives from any liability and/or damages which may result from the release, receipt, or use of requested information.

SIGNATURE (PLEASE USE INK)

DATE