



SUPERIOR COURT OF CALIFORNIA

COUNTY OF SHASTA

EMPLOYMENT APPLICATION

**DO NOT ALTER THIS APPLICATION FORM
IN ANY MANNER. DOING SO MAY CAUSE
YOUR DISQUALIFICATION AS AN APPLICANT.**

RETURN TO:
Shasta County Superior Court
Human Resources Division
1500 Court Street, Room 106
Redding, CA 96001
Phone: (530) 229-8164

Please use typewriter or print neatly with blue or black ink.

Postmarks, Facsimiles, or E-Mails NOT Accepted

Position Applied for:			
Last Name	First Name	Middle Initial	Phone No. (Home) ()
Street or P.O. Box	City	State	Zip Code
			Phone No. (Message) ()
List other names under which you have been employed:			Phone No. (Business) ()
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you presently legally authorized to work in the United States on a full-time basis? <input type="checkbox"/> Yes <input type="checkbox"/> No	Federal Law requires you to provide legal documentation permitting you to work at time of hire.	E-Mail Address (Home)
<p>1. Have you previously worked for Shasta County or Shasta County Superior Court or are you currently working for the County or Superior Court? If yes, please indicate the position, department, and in what year you terminated in the next section. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Do you have any relatives employed by Shasta County or Shasta County Superior Court? List names, relationship, and dept. below. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Are there any restrictions on the number of hours you are available to work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Were you ever discharged or forced to resign a position? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Have you ever been convicted of a felony as an adult which was not subject to diversion or judicially dismissed? (Except as required by law, prior felony convictions do not constitute an automatic bar to employment but will be considered in making employment decisions.) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Have you ever been convicted of driving under the influence which was not judicially dismissed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
NOTE: Shasta County Superior Court requires you to be fingerprinted			
Use this space and an attachment (if necessary) regarding any "yes" answers or for any other supplementary information.			
Certificates of professional or vocational competence or licenses:			Bilingual Skills
<u>Type</u>	<u>State of Issue</u>	<u>Date Issued</u>	Language: _____
		<u>Expiration Date</u>	Read/Write: _____
			Speak: _____
Driver License: State: _____ Class: _____ License No.: _____ Expiration Date: _____	Office machines and skills: Typewriter (Speed _____ wpm) Computer (Speed _____ wpm) Shorthand (Speed _____ wpm) Calculator (_____) Software: _____	Human Resources Division Only Application Review: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Date: _____	
Indicate the type of work you would be willing to accept:			Human Resources Division Only Application Received—Date Stamp Below
PERMANENT <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (Less than 40 hours per week)	TEMPORARY <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Intermittent (When and as needed)	SHIFTS <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights	<input type="checkbox"/> Weekends <input type="checkbox"/> Rotating

Do you have a High School Diploma or G.E. D. Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name & Location of College/University Attended	Major Coursework	Semester Units	Quarter Units	Degree Awarded
Business, Correspondence, Apprenticeship, Vocational, Manpower Training, Trade, or Service Schools Attended		Course Studied		Duration and Date Completed

EXPERIENCE: In order for your application to be considered, the following section **MUST** be completed. A resume may be attached but will not be acceptable in lieu of completing this section. **DO NOT COMPLETE THIS SECTION WITH STATEMENTS SUCH AS "SEE/REFER TO RESUME" OR "SEE ATTACHED."** List below all present and past employment for the past 10 years beginning with your most recent. Include U.S. Military Service, self-employment, and relevant unpaid volunteer work. Explain gaps between employment periods. Attach additional sheets if needed.

From: _____ To: _____ Month/Year Month/Year Salary: \$ _____ per <input type="checkbox"/> week <input type="checkbox"/> month <input type="checkbox"/> year Hours per week: _____ If still employed, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Job Title(s) & Duties: Number of people supervised:	Employer: Address: Supervisor: Phone No.: () Reason for Leaving:
From: _____ To: _____ Month/Year Month/Year Salary: \$ _____ per <input type="checkbox"/> week <input type="checkbox"/> month <input type="checkbox"/> year Hours per week: _____	Job Title(s) & Duties: Number of people supervised:	Employer: Address: Supervisor: Phone No.: () Reason for Leaving:
From: _____ To: _____ Month/Year Month/Year Salary: \$ _____ per <input type="checkbox"/> week <input type="checkbox"/> month <input type="checkbox"/> year Hours per week: _____	Job Title(s) & Duties: Number of people supervised:	Employer: Address: Supervisor: Phone No.: () Reason for Leaving:

CERTIFICATE OF APPLICANT (READ CAREFULLY BEFORE SIGNING)

I certify that all statements made in this application are true and complete to the best of my knowledge and belief. I authorize investigation of all matters contained in this application. I agree and understand any misstatement or omission of material fact on this application may be cause for forfeiture on my part of all rights of employment with Shasta County Superior Court. I further agree to be fingerprinted, to submit to any other employment related examination as specified, and to furnish such proof of meeting the conditions of employment as may be required. In addition, I agree, if it is requested, to submit to a complete medical examination and drug test after an offer of employment has been made. I understand that if I do not have the minimum qualifications for a position, I will be removed from it when that fact is determined.

I hereby waive my right pursuant to California Civil Code §1786.53 to receive a copy of any public record obtained by Shasta County Superior Court as a result of any employment background investigation.

Signature: _____ **Date:** _____
(Applicant signature required for application to be complete)

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF SHASTA**

Applicant Characteristics Questionnaire

All applicants are asked to voluntarily provide the following information. This section will be detached from your application prior to review and will be kept separately. All information provided is strictly confidential. The information you give will assist the Superior Court in analyzing its recruitment program and in accurately compiling required statistical data for federal and state agencies. None of the information will be used to discriminate against or give preference to any individual.

Date: _____

Position Applied For: _____

Sex: Male Female

Ethnic Origin:

- White–Caucasian, Anglo-Saxon
- Black–African Descent, Jamaican, Trinidadian, West Indian
- Hispanic–Mexican, Chicano, Latin American; Spanish Descent–Cuban, Puerto Rican
- Asian or Pacific Islander–Chinese, Japanese, Korean, Filipino
- American Indian or Alaskan Native

How did you hear about this job? (Check one or more)

- Newspaper or magazine advertisement (name of publication): _____
- A job announcement posting (specify location): _____
- An Internet posting (specify site): _____
- Other (please indicate): _____