



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN LUIS OBISPO
APPLICATION FOR EMPLOYMENT
1120 Mill St. Suite B
San Luis Obispo, CA 93408
(805)-781-5146
www.slo.courts.ca.gov
EEO/ADA Compliant

DATE RECEIVED:

INSTRUCTIONS TO APPLICANTS: All pages of this application form 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 application is postmarked or on file with the Superior Court no Later than 5:00 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 Superior Court Application for Employment.**

POSITION APPLYING FOR: (Exact Title)

SSN

LAST NAME

FIRST NAME

INITIAL

LIST ANY PREVIOUS NAMES

e-mail

ADDRESS

CITY

State

ZIP CODE

HOME PHONE
NUMBER:

Cell Phone
Number

ALTERNATE PHONE
NUMBER:

Are you 18 years of age or older?

☐

YES

☐

NO

Can you submit proof of age after employment?

☐

YES

☐

NO

LIST ANY LANGUAGES OTHER THAN ENGLISH IN WHICH YOU ARE PROFICIENT

Speak:

Read:

Write:

EDUCATION: Applicants may be required to furnish proof of academic education by transcript or diploma.

Last High School Attended:

Did you graduate?

☐

YES

☐

NO

If not, do you have a GED Certificate?

☐

YES

☐

NO

EDUCATIONAL INSTITUTIONS ATTENDED	COURSE OF STUDY/MAJOR	UNITS COMPLETED	TYPE OF DEGREE OR CERTIFICATE	DATE COMPLETED

PROFESSIONAL CREDENTIALS (LICENSES, CERTIFICATES, REGISTRATIONS)

NAME OR DESCRIPTION	ISSUING AGENCY OR BOARD	ISSUING DATE	EXPIRATION DATE

Drivers License

State

Date Expires

Typing Speed W.P.M.

CONVICTION RECORD: As an adult have you ever been convicted of an offense other than a minor traffic violation?

☐

YES

☐

NO

Do not include convictions while a minor and/or convictions sealed by a court order.

If yes, give date location a disposition of case. Give as much information as possible. (Use additional paper if necessary.) Note: A conviction record will not automatically disqualify you. A false statement or omission may result in automatic disqualification even after employment. You may be asked to provide further details when interviewed.

Date:

Charge:

Sentence:

OFFICE USE ONLY

☐

Qualified

☐

Not
Qualified

Reason:

Reviewed
by:

Date:

LAST NAME		FIRST NAME		SSN	
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Do you need reasonable accommodation to participate in an interview/exam?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Can you, after offer of employment, submit to verification of the legal right to work in the U.S.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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AVAILABILITY SCHEDULE:	INDICATE THE GEOGRAPHICAL AREAS YOU WOULD LIKE TO WORK:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	<input type="checkbox"/> Paso Robles <input type="checkbox"/> Grover Beach <input type="checkbox"/> San Luis Obispo <input type="checkbox"/> All
Current Superior Court of California, County of San Luis Obispo employee? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYMENT HISTORY: 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. You may use the additional work experience addendum form or attach additional sheets if necessary.

Present or Most Recent Employer Name:		Job Title:					
Address		City		State		Zip Code	
Name and Title of Immediate Supervisor		Phone Number					
Dates of employment		Rate of Pay		Hours per Week			
From-Month/Day/Year		To -Month/Day/Year		Hourly or Monthly			
Reason for Leaving (be specific):							
Summary of Job Duties							
May we contact your employer:	<input type="radio"/> Yes <input type="radio"/> No						

Employer Name:		Job Title:					
Address		City		State		Zip Code	
Name and Title of Immediate Supervisor		Phone Number					
Dates of employment		Rate of Pay		Hours per Week			
From-Month/Day/Year		To -Month/Day/Year		Hourly or Monthly			
Reason for Leaving (be specific):							
Summary of Job Duties							
May we contact your employer:	<input type="radio"/> Yes <input type="radio"/> No						

CERTIFICATE OF APPLICANT AND CONSENT TO RELEASE OF INFORMATION

I consent to the release of information about my ability and fitness by employers, schools, law enforcement agencies and other individuals and organizations to investigators, human resources employees and other authorized employees of the Superior Court. I certify that all statements made on this application and any attachments are true and complete to the best of my knowledge. I understand that any false statements may lead to disqualification or dismissal.

Original Signature (Electronic signatures are not accepted)		Date:	
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Superior Court of California
County of San Luis Obispo
Additional Work Experience

LAST NAME		FIRST NAME		SSN	
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Employer Name:		Job Title:	
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Address		City		State		Zip Code	
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Name and Title of Immediate Supervisor		Phone Number	
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Dates of employment		Rate of Pay		Hours per Week	
From- Month/Day/Year		To - Month/Day/Year		Hourly or Monthly	

Reason for Leaving (be specific):	
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Job Duties	
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May we contact your employer:	<input type="radio"/> Yes	<input type="radio"/> No
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Employer Name:		Job Title:	
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Address		City		State		Zip Code	
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Name and Title of Immediate Supervisor		Phone Number	
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Dates of employment		Rate of Pay		Hours per Week	
From- Month/Day/Year		To - Month/Day/Year		Hourly or Monthly	

Reason for Leaving (be specific):	
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Job Duties	
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May we contact your employer:	<input type="radio"/> Yes	<input type="radio"/> No
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Employer Name:		Job Title	
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Address		City		State		Zip Code	
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Name and Title of Immediate Supervisor		Phone Number	
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Dates of employment		Rate of Pay		Hours per Week	
From- Month/Day/Year		To - Month/Day/Year		Hourly or Monthly	

Reason for Leaving (be specific):	
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Job Duties	
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May we contact your employer:	<input type="radio"/> Yes	<input type="radio"/> No
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APPLICANT QUESTIONNAIRE

EEO/ADA Compliant

APPLICANT: To assist the San Luis Obispo Superior Court in its commitment to Equal Employment Opportunity, applicants are asked to voluntarily provide the following information. This questionnaire will be treated confidentially and will not be used to discriminate against any prospective or incumbent employee of the Superior Court of California, County of San Luis Obispo. This information will be detached from your application and used for statistical purposes only.

Position Applied For:

Application Date:

AGE: ☐ Under 21 ☐ 21- 39 ☐ 40 - 69 ☐ 70 AND OVER GENDER: ☐ Male ☐ Female

Ethnic Category (Please check the box that describes your race/ethnicity.):

- ☐ *Hispanic or Latino:* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.
- ☐ *White:* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ *Black or African American:* A person having origins in any of the black racial groups of Africa.
- ☐ *Native Hawaiian or Other Pacific Islander:* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ *Asian:* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- ☐ *American Indian or Alaska Native:* A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ *Two or More Races:* All persons who identify with more than one of the above five races.

HOW DID YOU LEARN ABOUT THIS POSTION?

- ☐ HUMAN RESOURCES OFFICE ☐ CAREERBUILDER.COM ☐ NEWSPAPER
- ☐ COURT EMPLOYEE ☐ HUMAN RESOURCES EMPLOYMENT WEB SITE ☐ JOB FLYER
- ☐ FRIEND/RELATIVE ☐ OTHER WEB SITE ☐ OTHER

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE!

*Please mail your application to:
San Luis Obispo Superior Court
Human Resources
1120 Mill St. Suite B
San Luis Obispo, CA 93408*