

Superior Court of California, County of Colusa
Employment Application

532 Oak Street, Colusa, CA 95932
 (530) 458-0683

Applications: Applications for employment are accepted only during a time of recruitment. When a final filing date is indicated, a completed "Employment Application" form must be received by the Superior Court of California, County of Colusa before 5:00 PM of the closing date. The application must be filled out completely and clearly show that the minimum requirements are met. ALL STATEMENTS ARE SUBJECT TO VERIFICATION AND INVESTIGATION. An applicant's acceptability for any examination must be based on the information on his/her application. An application and attachments, once submitted cannot be returned.

Equal Opportunity: The Colusa County Superior Court is an equal 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.

Medical and/or Fingerprint Requirements: A medical screening may be required before appointment to a position. Fingerprinting will be required for certain positions within the Court.

I hereby certify that all statements made in the application are true and correct. I understand that this application will be used in determining my qualifications to advance to further stages of competition. I authorize investigation of all matters contained in this application. I agree and understand that any misstatements or omissions of material facts herein may result in elimination from the examination process or forfeiture of all employment rights associated with this examination process.

Signature _____

Date _____

DO NOT WRITE IN THIS SPACE

Accept

Reject

Experience

Education

Incomplete Application

Late Application

No Supplemental App.

Other _____

Initials: _____ Date: _____

Initials: _____

Date: _____

Notice Sent : _____

1. PLEASE TYPE OR PRINT IN DARK INK

Name _____
 (Last) (First) (Middle)

Social Security Number _____ — _____ — _____

Mailing Address _____
 (Number and Street) (City and State) (Zip Code)

Home Phone Number (____) _____ — _____ Okay to leave message? Yes No

Position Applying For:

2. Can you, after employment, submit proof of your legal right to work in the United States? Yes No

7. Please indicate in which software programs you are proficient:

- MS Word MS Access MS Excel MS Outlook
 WordPerfect Other _____
 Other _____ Other _____

3. Special test arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific day or date. Do you require such special arrangements? If yes, check the box below and attach a letter to this application explaining the nature of the special accommodations you require. In addition, please contact Superior Court of California, County of Colusa, (530) 458-0683, at least two weeks prior to the test date.

Yes

8. Have you ever been discharged, forced to resign, or rejected during a probationary period from any employment within the last 10 years? Yes No

If yes, give the name and address of the employer(s), reason for each release and dates of employment. (If additional space is needed, use box 10.)

(If answer is yes, it is not necessarily a bar to employment. Each case is given individual consideration based on job relatedness.)

<p>4. Do you possess a valid California Driver's License? (Fill in the information below only if required on the job announcement.) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>License # _____ Class _____ Restrictions _____</p>	<p>9. As an adult (age 18), have you ever been convicted of a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>You <u>must</u> complete this section to be considered for the job. Make attachments if needed. Convictions are evaluated for each position and are not necessarily disqualifying. Date and location of conviction: _____ Violation Code: _____ (Give explanation in box 10.)</p>
<p>5. In addition to English, list any other languages you:</p> <p>Possess verbal fluency in _____ Possess written fluency in _____</p>	<p>10. Explanations (Attach additional sheets if needed):</p>
<p>6. If this position requires keyboarding skills, please indicate your keyboarding speed: _____</p> <p>You may be required to provide your original certificate.</p>	

11. Are you able to perform the essential functions of the job for which you are applying based on the job announcement, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No The Court will make efforts to provide reasonable accommodations to disabled candidates in the examination process. If you have any special needs, please notify the Court by the filing date.	
12. Have you ever before applied for this position with Colusa Superior Court? <input type="checkbox"/> Yes <input type="checkbox"/> No	14. Do you have relatives employed by the Colusa Superior Court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list names and relationships _____
13. Have you ever been employed by the Colusa Superior Court, or any other Court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list Court and job _____ _____	15. Please check the type(s) of employment you are willing to accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary

Education							
Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No				If not, do you possess a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Names of College, Graduate, Professional, Business, and/or Trade School(s) attended:							
Name of School	Location (City, State, Country)	Course of Study/Major	# Of Units	Check One		Type of Degree	Completed? (Yes/No)
				Sem.	Qtr.		

Licenses or Certificates					
Professional Licenses or Certificates, if required	Issuing Agency	Issuing State	License/Certification Number	Date	Expiration Date

Employment Experience
List all experience starting with your most recent job. List different jobs/positions with the same employer separately. If you need additional space, you may attach a resume (which cannot be substituted for completing this application) and include answers to all of the questions asked on this application about each job experience. Refer to the Job Bulletin for this recruitment to help you decide whether a job you have held fulfills all or part of the Employment Standards.

Official Job Title:	Name of Employer:	
Mailing Address:	Supervisor's Name:	Supervisor's job title:
	Salary: \$ hr/mo/wkly (circle one)	Reason for leaving:
Dates of Employment: From / / To / /	Hrs per week: _____ Length of Employment: ____ Yrs ____ Mos	Are we authorized to contact this employer regarding your employment record? <input type="checkbox"/> Yes <input type="checkbox"/> No Supervisor's phone number:
Description of primary duties:		
Number of Employees Supervised:		

Official Job Title:	Name of Employer:	
Mailing Address:	Supervisor's Name:	Supervisor's job title:
	Salary: \$ hr/mo/wkly (circle one)	Reason for leaving:
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Description of primary duties:		Number of Employees Supervised:

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Mailing Address:	Supervisor's Name:	Supervisor's job title:
	Salary: \$ hr/mo/wkly (circle one)	Reason for leaving:
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	Salary: \$ hr/mo/wkly (circle one)	Reason for leaving:
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**An Equal Opportunity and ADA-Compliant Employer
Superior Court of California
County of Colusa**

This sheet will be removed before the application is reviewed.

Age

- Under 21
- 21-39
- 40-69
- 70 and over

Gender

- Male
- Female

Ethnicity/Race

- White
- Hispanic
- Black
- Filipino
- Asian or Pacific Islander
- American Indian or Alaska Native

How did you learn of this job opening?

- Internet
- Job Fair
- Trade or Professional Publication: _____
- Television or Radio
- Friend or Relative
- Job Line
- The newspaper: _____
- Other: _____