



Superior Court of California, County of Amador
500 Argonaut Lane, Jackson, California, 95642

EMPLOYMENT APPLICATION

PLEASE NOTE:

- A separate application is required for each position.
 - Type or print in ink.
 - Complete all items on both sides of the application.
 - Incomplete or illegible applications will not be considered.
- It is your responsibility to keep the Amador Superior Court informed of any change of address or telephone number.**

I. GENERAL INFORMATION			
POSITION APPLYING FOR:			DATE:
LAST NAME:		FIRST NAME:	MI:
ADDRESS:			SOCIAL SECURITY NO:
CITY:	STATE:	ZIP:	HOME PHONE NO: WORK PHONE NO:
LIST OTHER NAMES YOU HAVE USED:			
DO YOU FLUENTLY SPEAK A LANGUAGE OTHER THAN ENGLISH? IF YES, SPECIFY:			

II. MISCELLANEOUS INFORMATION			
READ FULLY. ANSWER BY CHECKING YES OR NO.		YES	NO
1.	Do you have the legal right to work in the United States? (<i>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.</i>)		
2.	Have you ever been convicted, pled guilty to, or pled no contest to any criminal offense by any court, since the age of 18? <i>If yes, please note in Section 10 the date and 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 a 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.)</i>		
3.	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? <i>If so explain in section 10.</i>		
4.	Do you have a valid driver's license to operate a motor vehicle in California? Type: _____ DL# _____ State: _____		
5.	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 accommodations? (note 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.)		
6.	Have you ever applied for any position before with Amador Superior Court?		
7.	Have you ever been employed by the Amador Superior Court or any other Court? <i>If yes, list Court and job in sec. 10</i>		
8.	Do you have relatives employed by the Amador Superior Court? <i>If so list names and relationship in section 10.</i>		
9.	Please check the type of employment you are willing to accept: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>		
10.	Use this space to clarify any of the above.		

III. EDUCATION, SKILLS, AND TRAINING		
NAME AND LOCATION	DATES	DEGREE
College or University: Major/Course of Study:	FROM: ___/___/___ TO: ___/___/___	DEGREE: YES <input type="checkbox"/> NO <input type="checkbox"/> DATE RECEIVED: ___/___/___
College or University: Major/Course of Study:	FROM: ___/___/___ TO: ___/___/___	DEGREE: YES <input type="checkbox"/> NO <input type="checkbox"/> DATE RECEIVED: ___/___/___
Graduate School: Course of Study:	FROM: ___/___/___ TO: ___/___/___	DEGREE: YES <input type="checkbox"/> NO <input type="checkbox"/> DATE RECEIVED: ___/___/___
Business or Trade School: Course of Study:	FROM: ___/___/___ TO: ___/___/___	DEGREE: YES <input type="checkbox"/> NO <input type="checkbox"/> DATE RECEIVED: ___/___/___
Do you have a High School Diploma or G.E.D certificate? Yes _____ No _____ If not, what is the highest grade completed? _____		

If the position for which you are applying has specific skills or course requirements indicated in the job description, list the courses you feel fulfill these requirements.

Institution Where Acquired	Length of Course	Date Completed

List valid licenses and certificates you hold that relate to your qualifications for this position.

Type Lic/Cert	Issuing Agency	Reg. No or ID No.	Date Issued	Expiration Date

IV. EMPLOYMENT HISTORY
Give complete information for jobs held during the past ten years. Attach additional sheets if more space is needed. Show your present or most recent job first. Verifiable voluntary experience may be considered if job related. *Resumes will not be accepted in lieu of completing this section, but may be attached.* Inquiries may be made of your former employers.

May we contact your present employer? Yes _____ No _____

EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES		TITLE	SUPERVISOR NAME & PHONE	SALARY & HOURS
	FROM	TO			
	___/___/___	___/___/___			\$ _____ <input type="checkbox"/> FT <input type="checkbox"/> PT HRS/WK: _____
DUTIES:					
REASON FOR LEAVING:					

	___/___/___	___/___/___			\$ _____ <input type="checkbox"/> FT <input type="checkbox"/> PT HRS/WK: ___
DUTIES:					
REASON FOR LEAVING:					
EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES		TITLE	SUPERVISOR NAME & PHONE	SALARY & HOURS
	___/___/___	___/___/___			\$ _____ <input type="checkbox"/> FT <input type="checkbox"/> PT HRS/WK: ___
DUTIES:					
REASON FOR LEAVING:					
	___/___/___	___/___/___			\$ _____ <input type="checkbox"/> FT <input type="checkbox"/> PT HRS/WK: ___
DUTIES:					
REASON FOR LEAVING:					

V. REFERENCES (Give names, titles, addresses and telephone numbers of five persons we may contact who are familiar with your competencies as they relate to this position. Professional references are preferred over personal references.)		
Name / Title	Company Name / Address	Telephone

IMPORTANT NOTICE TO APPLICANTS:

GO BACK AND REVIEW THIS APPLICATION. MAKE SURE ALL QUESTIONS ARE ANSWERED. ONLY COMPLETED APPLICATIONS CAN BE CONSIDERED.

CERTIFICATION: I hereby certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statement may result in my disqualification from the examination process or dismissal from employment with Amador Superior Court if I am employed.

I authorize Amador Superior Court to investigate my references, work record, education or any other matters relating to my suitability for employment. I authorize my former or current employers and educational institutional to release any information they may have concerning my employment or education, to Amador Superior Court. I specifically authorize the Amador Superior Court to use my Driver's License information (if required as part of this application) to conduct a driving record check with the Department of Motor Vehicles. I further give the Amador Superior Court 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 for providing this information. I understand that if I am employed, I will be required to abide by all rules, regulations, and policies of the Amador Superior Court. I declare, under penalty of perjury, that all information is correct.

Amador Superior Court is an Equal Opportunity Employer and comply with applicable Federal and State laws, including anti-discrimination laws.
We maintain a tobacco-free and drug-free environment.

Signature of Applicant (sign in ink)

Date

FOR COURT USE ONLY

APPLICANT NAME: _____

- Accepted
- Rejected – Late
- Rejected – Experience
- Rejected – Education
- Rejected – Other

Date: _____

Interview Set: _____

Comments: _____

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.

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

WORD OF MOUTH

- Current Employee
- Relative or Friend
- Other: _____

OTHER

- Bulletin at other Court
- State Employment Office
- Web Site
- Other (specify): _____

ADVERTISEMENT

- Newspaper
- Radio
- Trade or professional journal
- Community organization

Choose the following categories with which you most closely identify.

GENDER

- Male Female

ETHNIC GROUP

- White Pacific Islander
- Black American Indian/Eskimo
- Asian Filipino
- Hispanic Other: _____

AGE GROUP

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

Specify