

Superior Court of California, County of Sierra

Application For Employment

Please complete all sections regardless of whether you attach a resume. Please print or type.

Name _____
Last First Middle

Address _____
Number and street

City State Zip Code

Phone () ()
 Business Phone Home Phone

I am applying for the position of:

For all applicants:
 I have word processing and/or computer experience on:
 (Hardware)
 and have used: (Software Programs)

For clerical applicants only:
 I certify that I can type at a speed of _____ wpm.

 List any former names under which you have worked or attended school:

Education	Name and location of college or university, business, correspondence, trade, or service school	Course of study	Type of degree or certificate received. <i>(If none, enter "None.")</i>	If no degree received, enter number of units completed.	
				Semester units	Quarter units

Currently valid certificates of professional or vocational competence, licenses and expiration dates, memberships in professional associations (You may exclude those that indicate race, creed, sex, marital status, age, color, national origin, physical handicap or any other protected class):

For attorney applicants only: Enter date of bar admission _____

High school Graduate..... Yes No
 G.E.D..... Yes No

Were you ever discharged or rejected during probation, or have you resigned under threat of discharge or unfavorable circumstances from any employment? You may omit any incident occurring over 10 years ago.
 Yes* No

It is the policy of the judicial branch to hire only United States citizens and aliens authorized to work in the United States will be required as a condition of employment.

*If your answer is yes, give details:

Please complete both sides of this application and return to:
Sierra Superior Court
100 Courthouse Square, 2nd Floor
P.O. Box 476
Downieville, CA 95936
Attn: Human Resources

Experience Please complete all sections regardless of whether you attach a resume. Begin with your most recent experience. List all experience in the last 10 years, including U.S. military service. Give details on the work experience that you believe meets the minimum qualifications for this position. If necessary, go back more than 10 years to demonstrate your qualifications. For each job worked, show actual time (number of hours per day or per week) spent in such experience. Also, list any volunteer experience that you believe helps you meet the minimum qualifications of the position for which you are applying.

Period of employment	Job classification and most important duties performed	Name and address of employer
From _____ To _____ _____ / _____ / _____ Total: _____ years _____ months	Job title: _____ Duties: _____ No. of employees supervised: _____ Reason for leaving: _____	Name: _____ Address: _____ Supervisor's name: _____ and phone: _____
From _____ To _____ _____ / _____ / _____ Total: _____ years _____ months	Job title: _____ Duties: _____ No. of employees supervised: _____ Reason for leaving: _____	Name: _____ Address: _____ Supervisor's name: _____ and phone: _____
From _____ To _____ _____ / _____ / _____ Total: _____ years _____ months	Job title: _____ Duties: _____ No. of employees supervised: _____ Reason for leaving: _____	Name: _____ Address: _____ Supervisor's name: _____ and phone: _____
From _____ To _____ _____ / _____ / _____ Total: _____ years _____ months	Job title: _____ Duties: _____ No. of employees supervised: _____ Reason for leaving: _____	Name: _____ Address: _____ Supervisor's name: _____ and phone: _____
From _____ To _____ _____ / _____ / _____ Total: _____ years _____ months	Job title: _____ Duties: _____ No. of employees supervised: _____ Reason for leaving: _____	Name: _____ Address: _____ Supervisor's name: _____ and phone: _____

Certification by Applicant

Read carefully before signing: I certify that all statements made in this application are true and accurate to the best of my knowledge. I agree and understand that my misstatements made in this application and my attachments, or commission of material fact, may result in termination of my potential or actual employment with the Superior Court of California, County of Sierra. I also understand that if I do not have the minimum qualifications for this position, I will be removed from the position when this fact is determined. Unless otherwise noted, I authorize the investigation of all statements given in this application, including contacting employers.

Signature: _____ Date: _____

Title of Position applied for: _____

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.

Male Female

Chose the ethnic group with which you most closely identify:

- White
- Black or African American
- Asian
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander
- American Indian or Alaska Native
- Two or more races (not Hispanic or Latino)
- Decline to state

How did you FIRST learn about this job (Please check one below)?

- Internet website (please identify specific site): _____
- Newspaper/publication (please specify): _____
- Employee referral (please specify): _____
- Community organization (please specify): _____
- School (please specify): _____
- Direct mail
- Other source (please specify): _____