

Superior Court of Alpine County

Application for Employment

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

Name _____

Address _____
Last First Middle

_____ Number and street

City _____ State _____ ZIP code _____

Phone () () _____
Cell phone Home phone

Email _____

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

I am applying for the position of: _____

I have word processing and/or computer experience on _____
Hardware

_____ and have used _____
Software programs

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

<u>Education</u>	Name and location of college, 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, or physical handicap)

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

* If yes, give details: _____

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

Please complete entire application and return to:

**Superior Court of Alpine County
 Human Resources
 P.O. Box 518
 Markleeville, California 96120**



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 requirements 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 requirements of the job 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 <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: Duties: No. of employees supervised: _____ Reason for leaving:	Employer's name: _____ Employer's address: _____ _____ Supervisor's name: _____ Supervisor's phone: _____ OK to contact? Yes No
From _____ To _____ __ / __ / __ __ / __ / __ Total: ____ years ____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: Duties: No. of employees supervised: _____ Reason for leaving:	Employer's name: _____ Employer's address: _____ _____ Supervisor's name: _____ Supervisor's phone: _____ OK to contact? Yes No
From _____ To _____ __ / __ / __ __ / __ / __ Total: ____ years ____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: Duties: No. of employees supervised: _____ Reason for leaving:	Employer's name: _____ Employer's address: _____ _____ Supervisor's name: _____ Supervisor's phone: _____ OK to contact? Yes No
From _____ To _____ __ / __ / __ __ / __ / __ Total ____ years ____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: Duties: No. of employees supervised: _____ Reason for leaving:	Employer's name: _____ Employer's address: _____ _____ Supervisor's name: _____ Supervisor's phone: _____ OK to contact? Yes No

Certification
by Applicant

I certify that all statements made in this application are true and accurate to the best of my knowledge. I agree and understand that any misstatements made in this application and any attachments, or omission of material fact, may result in termination of my potential or actual employment with the California judicial branch. 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 before review and will be kept separately. All information provided is strictly confidential.

- Male Female Decline to state

Choose 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 position?
Please check one below:

Internet *(please specify)*

www. _____

Or

Judicial branch website
(www.courts.ca.gov/careers)

- Newspaper/publication *(please specify)*

- Employee referral *(name of employee)*

- Professional or community organization *(please specify)*

- School *(please specify)*

- Direct mailing
- Other source *(please specify)*
