


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

| | |
|---|---|
| <p>Name _____ <small style="margin-left: 40px;">Last</small> <small style="margin-left: 150px;">First</small> <small style="margin-left: 100px;">Middle</small></p> <p>Address _____ <small style="margin-left: 100px;">Number and street</small></p> <p>_____ <small style="margin-left: 100px;">City</small> <small style="margin-left: 100px;">State</small> <small style="margin-left: 100px;">ZIP code</small></p> <p>Phone () _____ () _____ <small style="margin-left: 40px;">Cell phone</small> <small style="margin-left: 150px;">Home phone</small></p> <p>Email _____</p> <p>List any former names under which you have worked or attended school: _____</p> | <p>I am applying for the position of: _____</p> <hr/> <p>I have word processing and/or computer experience on _____ <small style="margin-left: 150px;">Hardware</small></p> <p>_____ and have used _____ <small style="margin-left: 150px;">Software programs</small></p> <hr/> <p>For clerk applicants only: I certify that I can type at a speed of _____ wpm.</p> |
|---|---|

| 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 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|---|--|
| <p>Currently valid certificates of professional or vocational competence, licenses and expiration dates, and memberships in professional associations <i>(You may exclude those that indicate race, creed, sex, marital status, age, color, national origin, or physical handicap):</i></p> <p>_____</p> <p>For attorney applicants only: Enter date of bar admission _____</p> | <p>High school graduate <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>G.E.D. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---|--|

| | |
|---|---|
| <p>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.</p> <p><input type="checkbox"/> Yes* <input type="checkbox"/> No</p> <p>* If your answer is yes, give details: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>It is the policy of the judicial branch to hire only United States citizens and noncitizens authorized to work in the United States. Documentation of eligibility to work in the United States will be required as a condition of employment.</p> <p>Please complete both sides of this application and return to:</p> <p style="text-align: center;">Judicial Council of California Human Resources 455 Golden Gate Avenue San Francisco, California 94102 or jobs@jud.ca.gov</p> <div style="text-align: right;">  </div> |
|---|---|

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Do you have any other employment by the State of California that is not already provided on your application? If yes, please list the specific departments or agencies for which you worked. If you have no prior state service, please state "none."

Certification by Applicant Read carefully before signing. I acknowledge that the California judicial branch is an "at will" employer. This means that both the employer and the employee have the right to terminate employment at any time, with or without notice and with or without cause. No one other than the Chief Justice has the authority to alter this arrangement, to enter into an agreement for a specific period of time, or to make any agreement contrary to this policy.

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
 Nonbinary 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/community organization
(please specify)

- School *(please specify)*

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