*Judicial Council of California*

# Application for Employment

➤ **Please complete all sections regardless of whether or not you attach a resumé. Please print or type.**

Name _____
*Last* *First* *Middle*

Address _____
*Number and street*

_____
*City* *State* *ZIP code*

Phone (_____) _____ (_____) _____
*Business phone* *Home phone*

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

## *Education*

| Name and location of college or university; business, correspondence, trade, or service school | Course of study | Type of degree or certificate received *(If none, enter "None.")* | If no degree received, enter number of units completed | |
|---|---|---|---|---|
| | | | Semester units | Quarter units |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |

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):*

***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

**If your answer is 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 both sides of this application and return to:**

**Administrative Office of the Courts**
**Human Resources Division**
**455 Golden Gate Avenue, 7th Floor**
**San Francisco CA 94102**

## *Experience*

➤ **Please complete all sections regardless of whether or not you attach a resumé.** 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 ___ / ___ / ___<br>Total: _____years _____months<br>☐ Full-time ☐ Part-time<br>Hours per week: _____ | Job title: Salary: $<br>Duties:<br>No. of employees supervised: _____<br>Reason for leaving: | Supervisor's name:<br>and phone: |
| From ___ / ___ / ___ To ___ / ___ / ___<br>Total: _____years _____months<br>☐ Full-time ☐ Part-time<br>Hours per week: _____ | Job title: Salary: $<br>Duties:<br>No. of employees supervised: _____<br>Reason for leaving: | Supervisor's name:<br>and phone: |
| From ___ / ___ / ___ To ___ / ___ / ___<br>Total: _____years _____months<br>☐ Full-time ☐ Part-time<br>Hours per week: _____ | Job title: Salary: $<br>Duties:<br>No. of employees supervised: _____<br>Reason for leaving: | Supervisor's name:<br>and phone: |
| From ___ / ___ / ___ To ___ / ___ / ___<br>Total: _____years _____months<br>☐ Full-time ☐ Part-time<br>Hours per week: _____ | Job title: Salary: $<br>Duties:<br>No. of employees supervised: _____<br>Reason for leaving: | Supervisor's name:<br>and phone: |
| From ___ / ___ / ___ To ___ / ___ / ___<br>Total: _____years _____months<br>☐ Full-time ☐ Part-time<br>Hours per week: _____ | Job title: Salary: $<br>Duties:<br>No. of employees supervised: _____<br>Reason for leaving: | Supervisor's name:<br>and phone: |

## *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 specified period of time, or 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:*

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**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

Choose the ethnic group with which you most closely identify:

(1) ☐ White
(2) ☐ Black or African American
(3) ☐ Asian
(4) ☐ Hispanic or Latino
(5) ☐ Native Hawaiian or other Pacific Islander
(6) ☐ American Indian or Alaska Native
(7) ☐ Two or more races (not Hispanic or Latino)
(8) ☐ Decline to state

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

(1) Internet website (please identify specific site)

☐ www._____

Or

☐ judicial branch website (www.courtinfo.ca.gov/jobs)

(2) Newspaper/publication (please specify)

☐ _____

(3) ☐ Employee referral

(4) Community organization (please specify)

☐ _____

(5) School (please specify)

☐ _____

(6) ☐ Direct mail

(7) Other source (please specify)

☐ _____