

SUPERIOR COURT OF CALIFORNIA,
County of Santa Cruz



EMPLOYMENT APPLICATION

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING

- Answer all questions. Print in ink or type. Incomplete applications may be disqualified.
- A separate application must be submitted for each job classification and recruitment.
- Please attach your resume to this application.
- Falsification or deceptive omission of requested information may cause application rejection.
- For job information please call (831) 420-2275 for Human Resources extension.

RETURN COMPLETED APPLICATION TO:

Superior Court of California,
County of Santa Cruz
Human Resources
701 Ocean St, Room 110,
Santa Cruz, Ca 95060
hrinfo@santacruzcourt.org

POSITION:

SOCIAL SECURITY NUMBER:

LAST NAME:

FIRST NAME:

MI:

STREET ADDRESS:

CITY:

STATE:

ZIP: CODE:

HOME PHONE:

CELL PHONE:

DRIVER'S LICENSE (Number, State, Expiration):

EMAIL ADDRESS:

Are you currently employed by the Superior Court of Santa Cruz as a permanent or probationary employee?

Yes No

Have you ever been fired or forced to resign from previous employment?

Yes No

If YES, you must attach an explanation on a separate piece of paper and include employers' names and dates.

Are you fluent in any language in addition to English? If yes, please indicate your skills. You may be tested on those indicated.

Language(s):

Understand

Speak

Write

Read

Do you have any friends, relatives, or acquaintances working for the Superior Court of Santa Cruz?

Yes No *If yes, state name and relationship:*

If hired, would you have transportation to/from work?

Yes No

Are you able to perform the essential functions of the job for which you are applying either with / without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed:

Title and number of license, certificate, or other credential, if required for this position. (Check job bulletin)

Title: _____ Number: _____ Issued by: _____ Expiration Date: _____

EDUCATION

High School Attended: _____ City: _____ State: _____

High School Diploma: G.E.D. Certificate: High School Proficiency:

Highest Grade Completed: _____

College/University/Business School Attended (Name) _____ Titles of Courses/Major _____ Degree/Cert Received _____

EMPLOYMENT HISTORY

1. List your most recent employment first.
2. List all experience, paid or voluntary, related to the position.
3. Use different blocks for different positions with the same employer.
4. Additional sheets may be attached as needed.

RESUMES WILL NOT BE ACCEPTED IN PLACE OF A COMPLETED APPLICATION

May we contact *your* present employer? Yes No

Dates Employed	Name of Employer:
Start:	Address:
End:	Job Title:
Total Months:	Duties:
Hours Per Wk:	
Reason for leaving:	
Supervisor Name, Title, and Contact Info:	

Dates Employed	Name of Employer:
Start:	Address:
End:	Job Title:
Total Months:	Duties:
Hours Per Wk:	
Reason for leaving:	

Supervisor Name, Title,
and Contact Info:

Dates Employed	Name of Employer:
Start:	Address:
End:	Job Title:
Total Months:	Duties:
Hours Per Wk:	
Reason for leaving:	

Supervisor Name, Title,
and Contact Info:

Dates Employed	Name of Employer:
Start:	Address:
End:	Job Title:
Total Months:	Duties:
Hours Per Wk:	
Reason for leaving:	

Supervisor Name, Title,
and Contact Info:

Dates Employed	Name of Employer:
Start:	Address:
End:	Job Title:
Total Months:	Duties:
Hours Per Wk:	
Reason for leaving:	

Supervisor Name, Title,
and Contact Info:

Applicant Statement and Agreement

I hereby state that all the information that I have provided on this application, my resume, and in my responses to the supplemental questionnaire, is true, complete, and correct. I have withheld nothing that would, if disclosed, affect this application packet unfavorably. I understand that if any information provided by me is later found to be false or incomplete in any respect, I may be disqualified or dismissed.

I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard.

I understand I will be subject to a background and reference check, including fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). I specifically authorize the 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 Superior Court the right to secure additional information from any source as necessary.

I further understand that Superior Court of California County of Santa Cruz may contact my previous employers, schools, etc. and I authorize those agencies to disclose to Superior Court of California County of Santa Cruz all records and information pertinent to the information I have disclosed with in this application.

If you have any questions regarding this Statement and Agreement, please ask the Human Resources Department before signing.

I hereby acknowledge that I have read the above Statement and Agreement and understand the same.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT AND AGREEMENT

Signature

Printed Name

Date

Superior Court of California, County of Santa Cruz is an Equal Opportunity Employer

APPLICANT QUESTIONNAIRE

Your voluntary answers to this section will provide statistics needed to evaluate our recruitment program as well as prepare statistical reports required by Federal, State, and County agencies. Data collected is confidential and will be used for recruitment statistics only. This information will be detached from your application and will not be used to discriminate against or give preference to any individual in any personnel transaction.

Position Applied For:

A. Sex Male Female

B. Date of Birth:

C. Ethnic Origin:

White (non-Hispanic)

Black (non-Hispanic)

Latino

Asian

American Indian or Alaskan Native

Other

D. Do you have a disability? Yes No

Hearing

Speech

Vision Impairment

Mobility

Mental

Learning

Other

Note to applicants with disabilities: If you require testing accommodations, please contact the Human Resources Office at the time of application (831) 420-2275 or by email at hrinfo@santacruzcourt.org. Reasonable effort will be made to accommodate you.