Superior Court of California, County of Tehama

1740 Walnut Street, Red Bluff, CA 96080

EMPLOYMENT APPLICATION

PLEASE NOTE:

- A separate application is required for each position.
- Type or print in ink.
- Complete *all items* on the application.
- Incomplete or illegible applications will not be considered.

It is your responsibility to keep the Tehama Superior Court informed of any change of address or telephone number.

I. GENERAL INFORMATION

POSITION APPLYING FOR:			**DATE:**
LAST NAME:	**FIRST NAME:**		**MI:**
ADDRESS:			**SS NO. (OPTIONAL):**
CITY:	**STATE:**	**ZIP:**	**HOME PHONE NO:** **WORK PHONE NO:**
LIST OTHER NAMES YOU HAVE USED:			
DO YOU FLUENTLY SPEAK A LANGUAGE OTHER THAN ENGLISH? IF YES, SPECIFY:			

II. MISCELLANEOUS INFORMATION

	READ FULLY. ANSWER BY CHECKING YES OR NO.	**YES**	**NO**
1.	Do you have the legal right to work in the United States? (*Court hires only U.S. citizens and aliens authorized to work In the United States. All new employees will be required to complete an I-9 form and provide documentation establishing identity and employment eligibility within three (3) days of hire.)*		
2.	Have you ever been discharged, rejected during probation, or resigned under pressure or unfavorable circumstances from any job or employment within the past ten years? If so explain in section 10.		
3.	Have you ever been convicted, pled guilty to or pled no contest to any criminal offense by any court, since the age of 18? If yes, please note in Section 10 the date and place of each offense, the specific charge, the date and place of conviction, or plea, and the fine or sentence received. You may omit any offense for which the only punishment imposed was a fine of less than $50.00. Any offense for which you were convicted for which the punishment imposed was a fine in excess of $50.00 or which required serving a jail or prison sentence, or which required probation, MUST be reported. (A criminal record is not necessarily a bar to employment. Each case is given individual consideration, based on the job.)		
4.	Do you have a valid California's driver's license to operate a motor vehicle in California or reliable transportation? State Type of Lic. No. Expiration Date		
5.	Are you able to perform the essential functions of the job for which you are applying based on the job announcement with or without reasonable accommodations? (Note: The Court will make efforts to provide reasonable accommodations to disabled candidates in the examination process. If you have any special needs, please notify the Court by the filing date.)		
6.	Have you ever applied for this position before with Tehama Superior Court?		
7.	Have you ever been employed by the Tehama Superior Court or any other Court? If yes, list Court and job in sec. 10.		
8.	Do you have relatives employed by the Tehama Superior Court? If so list names and relationship in section 10.		
9.	Please check the type of employment you are willing to accept: Full Time☐ Part Time☐ Temporary☐		
10.	Use this space to clarify any of the above. Attach additional sheet if necessary.		

Tehama Superior Court is an Equal Opportunity Employer and complies with applicable Federal and State laws, including anti-discrimination laws. We maintain a tobacco-free and drug-free environment.

III. EDUCATION, SKILLS, AND TRAINING

NAME, LOCATION, COURSE OF STUDY	DATES	UNITS/DEGREE
College or University:	**FROM**: ___/___/___ **TO:** ___/___/___	**UNITS:**____**(QTR/SEM)** **DEGREE:** _____
College or University:	**FROM**: ___/___/___ **TO:** ___/___/___	**UNITS:**____**(QTR/SEM)** **DEGREE:** _____
Graduate School:	**FROM**: ___/___/___ **TO:** ___/___/___	**UNITS:**____**(QTR/SEM)** **DEGREE:** _____
Business or Trade School:	**FROM**: ___/___/___ **TO:** ___/___/___	**UNITS:**____**(QTR/SEM)** **DEGREE:** _____

Do you have a High School Diploma or G.E.D certificate? Yes _____ No _____
If not, what is the highest grade completed?

If the position for which you are applying has specific skills or course requirements indicated in the job description, list the courses you feel fulfill these requirements.

Institution Where Acquired	Length of Course	Date Completed

List valid licenses and certificates you hold that relate to your qualifications for this position.

Type Lic/Cert	Issuing Agency	Reg. No or ID No.	Date Issued	Expiration Date

IV. EMPLOYMENT HISTORY

Give complete information for jobs held during the past ten years. Attach additional sheets if more space is needed. Show your present or most recent job first. Verifiable voluntary experience may be considered if job related. ***Resumes will not be accepted in lieu of completing this section, but may be attached.*** Inquiries may be made of your former employers.

May we contact your present employer? Yes _____ No _____

EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES FROM	EMPLOYMENT DATES TO	TITLE	SUPERVISOR NAME & PHONE	HOURS
	___/___/___	___/___/___			☐FT ☐PT HRS/WK:
DUTIES: **REASON FOR LEAVING:**					
	___/___/___	___/___/___			☐FT ☐PT HRS/WK:
DUTIES: **REASON FOR LEAVING:**					

EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES		TITLE	SUPERVISOR NAME & PHONE	HOURS
	___/___/___	___/___/___			☐FT ☐PT HRS/WK:
DUTIES: **REASON FOR LEAVING:**					
	___/___/___	___/___/___			☐FT ☐PT HRS/WK:
DUTIES: **REASON FOR LEAVING:**					

IMPORTANT NOTICE TO APPLICANTS:

CERTIFICATE OF APPLICANT AND CONSENT TO RELEASE OF INFORMATION

READ THIS STATEMENT BEFORE SIGNING: I hereby certify that all statements made on or in connection with this application are true to the best of my knowledge. I understand that: False statements or failure to meet legal minimum qualifications for this position will be sufficient cause to eliminate me from the examination or dismiss me from employment; Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring on the basis of race, color, religion, sex or national origin; California Law prohibits discrimination on the basis of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age and sex; The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants with disabilities from discrimination in hiring; The ADA also requires that the Court provide qualified applicants with disabilities with reasonable accommodations that do not impose undue hardship. (Please make sure that you have read the position job description. It will give an applicant with a disability needed information to request any accommodation required to perform a task. An applicant may be asked if s/he is able to perform tasks with or without accommodation.) I understand that: The Tehama Superior Court is a Drug Free Workplace under Government Code 8350 to 8357; Provisions in a job bulletin do not constitute an express or implied contract and provisions may be modified or revoked without notice. Depending upon the number of applications received, not all minimally qualified applicants will be invited to an interview. I understand that if I am offered employment, a medical examination will be required at the time of employment. I will provide the Court vital statistics and information as may be required.

I authorize Tehama County Superior Court to investigate my references, work record, education or any other matters relating to my suitability for employment. Any offers of employment are conditional and preliminary and may be withdrawn by the Court. I further give the Tehama County Superior Court the right to secure additional information from any source as necessary including, but not limited to, a criminal history record check. I release any and all sources of information from any liability from providing this information. I understand that if I am employed, I will be required to abide by all rules, regulations, and policies of the Tehama County Superior Court.

_____ _____

Signature of Applicant (sign in ink) Date