EMPLOYMENT APPLICATION

***SUPERIOR COURT, COUNTY OF MADERA***

*200 South G Street, Madera, Ca. 93637*

*Human Resources: (559) 416-5517 Fax: (559) 661-6374*

*www.madera.courts.ca.gov*

See page 4 for application guidelines

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Applying For: |  | [ ]  Full-time | [ ]  Part-time | [ ]  Extra Help |
| Date of Application: |  |  |  |

PERSONAL INFORMATION

|  |  |
| --- | --- |
| Name:  | Social Security#: xxx-xx-  |
| Address:  |
| City:  | State:  | Zip:  |
| Home Phone#: ()  | Cellular#: ()  |
| Work Phone#: ()  | Email:  |

1. Have you ever worked for Madera Superior Court or other Superior Court? [ ]  Yes [ ]  No

EDUCATION AND PROFESSIONAL TRAINING

1. Have you been awarded a High School Diploma , GED or equivalent? [ ]  Yes [ ]  No

Name and Address of school:

1. List **highest** level of college or professional preparation.

|  |
| --- |
|  Name of College or University:  |
|  Address:  |
| Major | Semester/Qtr Units | Degree Awarded | Date Conferred |
|  |  |  |  |
|  Name of Professional Training Institute:  |
|  Address:  |
|  Licensure/Certificate Awarded:  |

EMPLOYMENT SKILLS

1. List languages, other than English, that you are familiar with.

Language:  [ ]  Fluent [ ]  Some [ ]  Speak [ ]  Read [ ]  Write

Language:  [ ]  Fluent [ ]  Some [ ]  Speak [ ]  Read [ ]  Write

FOR HUMAN RESOURCE USE ONLY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Reviewed:  | [ ]  Qualified | [ ]  Disqualified | Experience [ ]  | Education [ ]  | Degree/Lic [ ]  | [ ] other |
| Reviewer: |  |
| Date Letter Mailed | Date of Eligibility List  | Date list expires | Score | Rank |
|  |  |  |  |  |

EMPLOYMENT HISTORY & EXPERIENCE

1. ***This section must be fully completed in order to determine your qualifications for the position being applied for.*** *If additional space is needed to complete the “job duties” section below, you may attach additional sheets of paper. List all relevant paid or voluntary experience in chronological order, most recent first.*

|  |  |
| --- | --- |
| *Employer:*  | *Supervisor:*  |
| *Address:*  | *Phone#:*  |
| *Job Title:*  | *[ ]  Full-Time* *[ ]  Part-Time:\_\_\_\_\_\_\_\_\_hrs/week**[ ] Temporary/Extra Help:\_\_\_\_\_\_\_\_\_\_\_hrs/week* |
| *Dates of Employment: From:*  *To:*  |
| *Job Duties:*  |
| *Reason for Leaving:*  |

|  |  |
| --- | --- |
| *Employer:*  | *Supervisor:*  |
| *Address:*  | *Phone#:* |
| *Job Title:*  | *[ ]  Full-Time [ ]  Part-Time:\_\_\_\_\_\_\_\_\_\_\_\_hrs/week**[ ] Temporary/Extra Help:\_\_\_\_\_\_\_\_\_\_hrs/week* |
| *Dates of Employment: From:*  *To:*  |
| *Job Duties:*  |
| *Reason for Leaving:*  |

|  |  |
| --- | --- |
| *Employer:*  | *Supervisor:*  |
| *Address:*  | *Phone#:*  |
| *Job Title:*  | *[ ]  Full-Time [ ]  Part-Time:\_\_\_\_\_\_\_\_\_hrs/week**[ ]  Temporary/Extra Help:\_\_\_\_\_\_\_\_\_\_hrs/week* |
| *Dates of Employment: From:*  *To:*  |
| *Job Duties:*  |
| *Reason for Leaving:*  |

EMPLOYMENT SKILLS

1. What is your typing speed? (if applicable): wpm
2. What type of computer system are you most familiar with?
3. List computer software in which you are proficient.
4. What office machines are you experienced operating? [ ]  Printer/Scanner [ ]  Fax [ ]  Copier [ ]  Ten Key [ ]  Other

APPLICANT’S STATEMENT

1. As an adult (age 18), have you ever been convicted of an offense other than a minor traffic [ ]  Yes [ ]  No

violation? A conviction includes a plea of guilty, nolo contendere (no contest) and/or finding of guilty by a judge or jury.

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| --- |
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|       |

1. Are you requesting veteran’s preference points for this recruitment? [ ]  Yes [ ]  No

If yes, a copy of form DD-214 must be attached to this application. Points are applied towards a passing score

established on the examination.

1. Can you, after employment, submit verification of your legal right to work in the United States? [ ]  Yes [ ]  No
2. Do you have a valid California Driver’s License? [ ]  Yes [ ]  No

If Yes, please provide Class:      State:    Lic#:       Expires:

1. Have you been dismissed or asked to resign from any position? [ ]  Yes [ ]  No

(If yes, state reason)

1. Are you related to any employee of the superior court this includes marriage and adoption? [ ]  Yes [ ]  No

If Yes, list name and relationship:

1. **REFERENCES:** List three (3) professional references (excluding relatives) we may contact who would have knowledge of your job skills and experience.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **TITLE** | **PHONE#** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

NOTICE TO APPLICANT

The Madera Superior Court is an **Equal Employment Opportunity Employer** and does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, pay, age, disability, genetics or any other reason prohibited by federal and state law.

APPLICANT ACKNOWLEDGMENT

I certify the information provided on this application is true and correct to the best of my knowledge. I understand the answers and statements provided will determine if I meet the minimum qualifications. I understand that any omission or falsely answered statement made by me on this application or any supplement to it, will be sufficient grounds to deny me employment or for my discharge should I become employed with the Madera Superior Court. It is understood that if employed, I will undergo a background check as a condition of my employment. Furthermore, I hold harmless any individual or firm for any information that they may provide during my background check. I waive my right to access any such information and hereby release the Madera Superior Court and reference sources from any and all liability in connection with its release or use.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HUMAN RESOURCE DIVISION APPLICATION GUIDELINES

Dear Applicant,

Thank you for your interest in employment with the Madera Superior Court. The following guidelines are a critical component to the application process. These guidelines are intended to assist you while you prepare your application and become familiar with the requirements.

1. The employment application represents you and your knowledge, skills and abilities. It is important to fill out the application form carefully, neatly and completely. The official application will be used to determine if the applicant meets the minimum qualifications. It is important to complete the “Employment History & Experience” section of the application as the application must stand on its own. **A resume cannot replace information on the application. An incomplete application will be rejected.**
2. Once the application has been submitted to the Human Resources Division, no modifications, additions, corrections or supplements will be accepted beyond the final filing date and time. Postdated applications and faxes will not be accepted.
3. All applications must be legible; therefore it is preferred that your application be typed or printed in ink.
4. A separate application is required for each position you wish to apply.
5. To receive veteran’s points, form DD-214 must be submitted along with an application. Points will be applied towards a passing score of an examination.
6. Applications and attachments submitted to the Human Resources Division do become the property of the Court. These documents will not be returned to the applicant and photocopies will not be provided.
7. Human Resources will not review an application for completeness at the time of submission. The application review process is conducted after the final filing date and time. Therefore, it is the responsibility of the applicant to ensure a complete application is submitted. If you had a change of address or phone number since your application was submitted, please notify Human Resources at (559) 416-5517.
8. Submission of an application will not guarantee the applicant an interview.
9. Applicants selected for an interview will be contacted by phone. If an applicant declines an interview, the invitation is withdrawn at that time. The applicant may not participate should he/she decide otherwise at a later time. Applicant’s not chosen for an interview will receive notification by mail.
10. Should you require a disability-related accommodation for an interview, please submit your request in writing or verbally no less than five (5) days prior to your interview or as soon as possible by calling Human Resources at (559) 416-5517.

We appreciate your interest with the Madera Superior Court. Should you have any questions, feel free to contact our Human Resources Division at (559) 416-5517. We welcome your inquires.

Sincerely,

 Human Resources Division

Madera Superior Court

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

 APPLICANT FLOW INFORMATION



The Madera Superior Court is committed to supporting equal employment opportunity for all applicants. In order to comply with Federal regulations in the area of Equal Employment Opportunity, we are required to collect data available on applicants. For this reason, we request your cooperation in providing the following information.

Data collected will be used for statistical purposes and to measure the effectiveness of our recruitment efforts. Your response will be kept separate and confidential.

|  |  |  |
| --- | --- | --- |
| NAME:       | POSITION APPLIED FOR:       | DATE:       |

 (optional)

1. **Please check one.**

|  |  |
| --- | --- |
| [ ]  WHITE | Not Hispanic or Latino. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.  |
| [ ]  BLACK OR  AFRICAN AMER. | Not Hispanic or Latino. A person having origins in any of the black racial groups of Africa. |
| [ ]  HISPANIC OR  LATINO | A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin regardless of race.  |
| [ ]  NATIVE HAWAII  OR OTHER PAC ISL | Not Hispanic or Latino. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |
| [ ]  ASIAN | Not Hispanic or Latino. A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.  |
| [ ]  AMER IND OR ALASKA NAT. | Not Hispanic or Latino. A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.  |
| [ ]  TWO OR MORE  RACES | Not Hispanic or Latino. All persons who identify with more than one of the above five races.  |

1. **Please check one.**

|  |  |
| --- | --- |
| **[ ]  VETERAN** | A person who served on active duty for a period of more than 180 days and discharged or released with other than a dishonorable discharge, OR was discharged or released from active duty for a service-connected disability.  |
| **[ ]  DISABLED** **VETERAN** | A person who is entitled to disability compensation under laws administered by the Veterans Administration for disability OR a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.  |
| **[ ]  DISABLED** **INDIVIDUAL** | A person who has a physical or mental impairment which substantially limits one or more of such persons major life activities, has a record of such impairment, or is regarded as having such an impairment.  |

1. **GENDER:** **[ ]  Male** **[ ]  Female**
2. **AGE:** **[ ]  Under 40** **[ ]  40 and over**
3. **RECRUITMENT:** Please indicate how you became aware of this job opportunity.

**[ ]** Visiting the Courts Human Resource Office [ ]  Madera Superior Court Web Site

**[ ]** Newspaper Classifieds (specify):       [ ]  Other Web Site (specify):

[ ]  Friend/Relative/Court employee [ ]  State Employment Office (EDD)

[ ]  Job Announcement [ ]  Other: