



SUPERIOR COURT OF CALIFORNIA
 COUNTY OF LASSEN
 2610 Riverside Drive
 Susanville, CA 96130
 Telephone: (530) 251-8205
 Fax: (530) 251-4922

PERSONNEL USE ONLY	
<input type="checkbox"/> Accepted	<input type="checkbox"/> Not Accepted
1. Education	
2. Experience	
3. Lic/Reg	
4. Typing	
5. Other	
Analyst:	Date:

EMPLOYMENT APPLICATION

Instructions: Please complete all sections on both sides of the application.

1. A separate original, signed application is required for each examination.	3. Incomplete or illegible applications will not be considered.
2. Faxes of applications are accepted only if the original, signed application is mailed and postmarked the same day as the application was faxed.	4. Use a typewriter or print in black ink.
	5. Notify the Court of any change of address.

1. POSITION APPLYING FOR: _____

2. NAME: _____ Home Phone: _____
 Last First Middle Initial Work Phone: _____
 Email: _____ Cell Phone: _____

3. ADDRESS: _____
 Street City State Zip Code

4. SOCIAL SECURITY NUMBER: _____ (Used for applicant record control)

5. Do you speak another language fluently? Yes No If so, specify language(s): _____

6. Are you related to anyone employed by the Superior Court of California, County of Lassen? Yes No
 If yes, please provide the name(s) and relationship to you.

7. Are you over the age of 18 years? Yes No (If no, you may be required to provide authorization.)

8. Are you legally eligible to work in the United States? Yes No (Proof of eligibility will be required upon offer of employment.)

9. Have you ever been convicted by any court of an offense? Yes No If yes, please list: (1) date and place of each offense, (2) specific charge(s), (3) date and place of conviction, (4) fine or sentence received. You may omit any offense for which the only punishment imposed was a fine of less than \$150. Any offense that resulted in a fine in excess of \$150, a jail or prison sentence, or probation MUST BE reported. However, you should **not** disclose convictions that are over two years old as of the date that you complete this application for violation of Health and Safety Code §§ 11357, 11360, 11364, 11365, or 11550, as those statutes relate to marijuana prior to January 1, 1976, or a statutory predecessor to those statutes. (A criminal record is not necessarily a bar to employment. Each case is given individual consideration based on job-relatedness.)

10. Have you ever been discharged, rejected during probation, or resigned under pressure or unfavorable circumstances within the past ten years? Yes No

11. Valid Driver's License No. _____ State _____
 (If required on job announcement) Class _____
 Expiration Date _____

Note: Explain items 9 and 10 in this section or attach additional sheets.

Reasonable testing arrangements may be made to accommodate candidates with disabilities or who are unable to attend a scheduled test due to religious reasons. If applicable, such candidates must call the Court prior to a scheduled test date to request any necessary accommodations.

12. I understand that applications for employment are accepted only during a time of recruitment. When a final date is indicated, a completed Employment Application form must be received by the Superior Court of California, County of Lassen before 5:00 PM of the closing date. The application must be filled out completely and clearly show that the minimum requirements are met. An application and attachments, once submitted cannot be returned.

13. I understand that if offered a position with the Court, I may be required to submit to a pre-employment medical examination, drug screening, and background check as a condition of employment. I understand that an unsatisfactory result from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

14. I authorize the references, employers, and educational institutions identified in this Employment Application to release any information they may have concerning my employment or education to the Court and/or its representatives or agents, and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

15. In consideration for employment with the Court, if employed, I agree to conform to the Court's rules, regulations, policies, and procedures at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the Court's business, attendance and punctuality are considered essential requirements and poor attendance or tardiness will result in disciplinary action, up to and including termination of employment.

CERTIFICATION: I certify under penalty of perjury that all statements made on this application are true and complete to the best of my knowledge. I understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the Court. By signing below, I acknowledge that I have read, understood, and agree to the above statements. Yes No (If no, attach explanation)

 Signature of Applicant (Sign in Ink) Date Signed

EDUCATION AND TRAINING – A copy of a degree, license, or certificate must accompany the application if required on the job announcement.

Do you have a High School Diploma or G.E.D. certificate? Yes No If no, check the highest grade completed.

1 2 3 4 5 6 7 8 9 10 11 12

Names of Colleges/Universities Attended and Locations	Course of Study/Major	Semester Units	Quarter Units	Type of Degree

Professional License or Certificates, if required	Issuing Agency	Serial No. or Identification No.	Date Issued	Expiration Date

EMPLOYMENT HISTORY

Give complete information for jobs held during the past 10 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. Please indicate if you were employed under another name in the remarks section below. Inquiries may be made of your former employers. May we contact your present employer? Yes No

EVEN IF YOU SUBMIT A RESUME, YOU MUST STILL COMPLETE THE EMPLOYMENT HISTORY SECTION BELOW.

Dates From:	Employer's Name & Address	Title:	
		Reason for Leaving	
To:	Supervisor: Phone:	Duties:	
Total Yrs/Mo.:			
Full Time: <input type="checkbox"/>			
Part Time: <input type="checkbox"/>			
Number of persons supervised:			
Dates From:	Employer's Name & Address	Title:	
To:		Reason for Leaving	
Total Yrs/Mo.:	Supervisor: Phone:	Duties:	
Full Time: <input type="checkbox"/>			
Part Time: <input type="checkbox"/>			
Number of persons supervised:			
Dates From:	Employer's Name & Address	Title:	
To:		Reason for Leaving	
Total Yrs/Mo.:	Supervisor: Phone:	Duties:	
Full Time: <input type="checkbox"/>			
Part Time: <input type="checkbox"/>			
Number of persons supervised:			

Remarks:

**LASSEN SUPERIOR COURT
RECRUITMENT QUESTIONNAIRE**

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.

NAME OF POSITION APPLIED FOR: _____

- A. Do you (1) have a physical or mental impairment which substantially limits one or more of your major life activities; i.e., caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; (2) have a record of such impairment, or (3) are regarded as having such impairment?
 Yes No
- B. Will the above disability limit your ability to compete in the examination and/or perform the job applied for? Yes No
Please specify the disability if you answered "yes": _____

GENDER:
 Male Female

YOUR AGE GROUP

Under 21 40-49
 21-29 50-59
 30-39 60 or over

RACE/ETHNIC IDENTIFICATION: (Check one)

WHITE (Not of Hispanic origin)
 BLACK (Not of Hispanic origin)
 HISPANIC
 ASIAN OR PACIFIC ISLANDERS
 AMERICAN INDIAN OR ALASKAN NATIVE
 OTHER
Specify: _____

RECRUITMENT:

Please indicate how you became aware of this job opportunity:

WORD OF MOUTH

- Court Employee
 Relative or friend

ADVERTISEMENT

- Social Media
 Radio
 Trade or Professional Journal
 Community Organization: _____

BULLETIN BOARDS

- Hall of Justice
 GovernmentJobs.com
 Alliance for Workforce Development
 Internet
 Other (specify): _____