



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 <b>only</b> 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: \_\_\_\_\_

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

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): \_\_\_\_\_