



PLUMAS SUPERIOR COURT

APPLICATION FOR EMPLOYMENT

520 Main Street, Room 104, Quincy, CA 95971
 Phone 530-283-6232 Fax 530-283-6415
<http://plumascourt.ca.gov>

DATE RECEIVED

EEO/ADA COMPLIANT

INSTRUCTIONS TO APPLICANTS: All pages of this application must be completed to be considered for court employment. Please type or print clearly in black or blue ink. This application is part of the examination process. Before completing this form, please read the minimum qualifications for the job in which you are interested. Your application will not be considered for this position unless you meet these qualifications. It is the applicant's responsibility to insure that the application is on file with the Superior Court no later than 5:00 p.m. of the final filing date. Late applications will be rejected. **Resumes may be added to this application, but cannot be substituted for a completed Superior Court Application for Employment.**

LIST POSITION TITLE APPLYING FOR BELOW:			SOCIAL SECURITY NUMBER _____ - _____ - _____
LAST NAME	FIRST NAME	MIDDLE NAME	LIST ANY PREVIOUS NAMES

MAILING ADDRESS: NUMBER, STREET AND APT. OR P.O. BOX	CITY, STATE AND ZIP CODE
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HOME TELEPHONE NUMBER () ()	WORK TELEPHONE NUMBER () ()	Driver's License Number: Expiration Date:	Class:	State:
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LIST LANGUAGES OTHER THAN ENGLISH IN WHICH YOU ARE PROFICIENT
 Speak: _____ Read: _____ Write: _____

EDUCATION: Applicants may be required to furnish proof of academic training by transcript or diploma.
 LAST HIGH SCHOOL ATTENDED: _____ Did you graduate? Yes No If not, do you have a GED Certificate? Yes No

EDUCATIONAL INSTITUTIONS ATTENDED (Colleges, Technical Schools, etc.)	COURSE OF STUDY/MAJOR	UNITS COMPLETED		CONFERRED DEGREE (if any)	From Mo/Yr	To Mo/Yr
		Semester	Unit			

PROFESSIONAL CREDENTIALS (LICENSES, CERTIFICATES, REGISTRATIONS)

NAME OR DESCRIPTION	ISSUING AGENCY OR BOARD	ISSUING DATE	EXPIRATION DATE

MISCELLANEOUS INFORMATION: Read Carefully. 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 convicted, pled guilty, or pled no contest to any criminal offense by any court, since the age of 18? If yes, please note in #7 section the date and the 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 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.)		
3. 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 7.		
4. Have you ever been employed by the Plumas County Superior Court or any other Court? If yes, list Court and job in section 7.		
5. Do you have relatives employed by the Plumas County Superior Court? If so, list names and relationship in section 7.		
6. Are you 18 years of age or older?		
7. Use this space to clarify any of the above.		

EXPERIENCE: Please account for all employment within the last ten years, beginning with your current or most recent position. In addition, please indicate any other experience that you feel is relevant to the position for which you are applying (e.g. volunteer experience, military experience, etc). Complete all requested information fully. PLEASE USE ADDITIONAL WORK EXPERIENCE ADDENDUM FORM OR YOU MAY ATTACH ADDITIONAL SHEETS IF NECESSARY. RESUMES WILL NOT BE ACCEPTED IN LIEU OF FILLING OUT THIS SECTION COMPLETELY, BUT MAY BE ATTACHED.

From (Mo/Yr)	Present or Most Recent Employer Name:		Your Job Title:
To (Mo/Yr)	Employer Address:		Your Supervisor's Name and Title:
Rate of Pay: Hr: Mo:	Regular Hours Per Week:	Reason for Leaving:	Phone Number: May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> ()

Duties:

From (Mo/Yr)	Employer Name:		Your Job Title:
To (Mo/Yr)	Employer Address:		Your Supervisor's Name and Title:
Rate Of Pay: Hr: Mo:	Regular Hours Per Week:	Reason for Leaving:	Phone Number: May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> ()

Duties:

From (Mo/Yr)	Employer Name:		Your Job Title:
To (Mo/Yr)	Employer Address:		Your Supervisor's Name and Title:
Rate Of Pay: Hr: Mo:	Regular Hours Per Week:	Reason for Leaving:	Phone Number: May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> ()

Duties:

From (Mo/Yr)	Employer Name:		Your Job Title:
To (Mo/Yr)	Employer Address:		Your Supervisor's Name and Title:
Rate Of Pay: Hr: Mo:	Regular Hours Per Week:	Reason for Leaving:	Phone Number: May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> ()

Duties:

CERTIFICATE OF APPLICANT AND CONSENT TO RELEASE OF INFORMATION

Equal Opportunity: The Plumas County Superior Court is an equal employment opportunity employer, observing Federal, State and Local laws regarding discrimination on the basis of non-merit factors including sex, age, marital status, race, color, ancestry, national origin, medical condition, handicap, and sexual preference.

I hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge, and I understand and agree that any false, incomplete or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the Plumas County Superior Court if I am employed. I authorize Plumas County Superior Court to investigate my references, work record, education or any other matters relating to my suitability for employment.

I further give the Plumas 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 Plumas County Superior Court. I declare, under penalty of perjury, that all information is correct.

Signature: _____ **Date:** _____

RECRUITMENT QUESTIONNAIRE

All applicants are asked to voluntarily provide the following information. This section will be removed from your application prior to review and will be kept separately. All information provided is strictly confidential.

Please indicate below how you became aware of this job opportunity. Check all that apply.

WORD OF MOUTH OTHER

- Current Employee Bulletin at other Court or Agency
- Relative or Friend State Employment Office
- Other: _____ Web Site

Other (specify): _____

ADVERTISEMENT

- Newspaper
- Job Fair
- Trade or professional journal
- Community organization

Choose the following categories with which you most closely identify.

GENDER ETHNIC GROUP

Male Female White Pacific Islander

- Black American Indian/Eskimo
- Asian Filipino
- Hispanic Other: _____

AGE GROUP

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