



Employment Application

SUPERIOR COURT OF CALIFORNIA COUNTY OF SUTTER

1175 Civic Center Blvd., Yuba City, CA 95993

www.suttercourts.com

HR Office (530) 822-3302

Equal Opportunity Employer

| FOR HUMAN RESOURCES USE ONLY | |
|---|---|
| <input type="checkbox"/> ACCEPTED <input type="checkbox"/> NOT ACCEPTED | |
| REASON: | 1. <input type="checkbox"/> Education 3. <input type="checkbox"/> Other 2. <input type="checkbox"/> Experience 6. <input type="checkbox"/> Late Filing |
| Analyst: _____ | Date: _____ |
| POSITION TITLE: YOUR E-MAIL ADDRESS: | |

**Please complete all sections.
Type or print the information on this form.**

| | | | | | | |
|--|--|--|--|--|--|-------------------------------|
| YOUR NAME: LAST, FIRST, M | | | SOCIAL SECURITY NUMBER: | | | |
| OTHER NAMES USED IN EMPLOYMENT: LAST, FIRST, M | | | | | | |
| ADDRESS: NUMBER STREET | | DAYTIME PHONE: () () () | | | | |
| CITY STATE ZIP | | MESSAGE PHONE: () () () | | | | |
| DO YOU FLUENTLY <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE | | | ANY LANGUAGE(S) OTHER THAN ENGLISH? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| IF "YES," INDICATE LANGUAGE(S): | | | | | | |
| ARE YOU NOW OR HAVE YOU EVER BEEN EMPLOYED BY SUTTER COUNTY SUPERIOR COURT? | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| IF "YES," PLEASE COMPLETE: | | | | | | |
| POSITION TITLE: | | | COURT DEPARTMENT: | | | |
| DATES OF SERVICE: | | FROM: | TO: | EMPLOYMENT STATUS: <input type="checkbox"/> REGULAR <input type="checkbox"/> TEMPORARY | | |
| DO YOU HAVE ANY RELATIVE(S) CURRENTLY EMPLOYED BY THE SUTTER SUPERIOR COURT? | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| IF "YES," PLEASE COMPLETE: (Use additional sheets if needed and follow the same format.) | | | | | | |
| NAME: | | RELATIONSHIP: | | COURT DEPARTMENT: | | |
| PLEASE CHECK THE TYPE OF EMPLOYMENT YOU ARE WILLING TO ACCEPT: PERMANENT FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> LIMITED TERM <input type="checkbox"/> | | | | | | |
| ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| IF NOT A U.S. CITIZEN, CAN YOU SHOW PROOF OF U.S. GOVERNMENT PERMISSION TO WORK IN THIS COUNTRY? | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DO YOU POSSESS A VALID CALIFORNIA DRIVER'S LICENSE? | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DRIVER'S LICENSE NUMBER: | | EXPIRATION DATE: | | CLASS: | | |
| EDUCATION: In order to receive CREDIT FOR COLLEGE WORK, be sure to include a copy of your diploma, transcript, or certificate unless otherwise directed by the job announcement. | | | | | | |
| HIGH SCHOOL DIPLOMA OR G.E.D.: <input type="checkbox"/> YES <input type="checkbox"/> NO | | HIGH SCHOOL NAME: | | | LOCATION: | |
| NAME AND LOCATION OF COLLEGES OR SCHOOLS ATTENDED: | | COURSE OF STUDY/MAJOR: | | ATTENDANCE DATES: | | DEGREES, CERTIFICATES, UNITS: |
| | | | | FROM: | TO: | |
| | | | | | | |
| | | | | | | |
| CERTIFICATES, LICENSES, OR PROFESSIONAL REGISTRATION WHICH APPLY TO THIS POSITION: | | | | | | |
| DATE ISSUED: | | TYPE OF LICENSE AND REGISTRATION NO.: | | | | |
| | | | | | | |
| DATE ISSUED: | | TYPE OF LICENSE AND REGISTRATION NO.: | | | | |
| | | | | | | |

EXPERIENCE: Complete all sections. Begin with your most recent job and list separately the PAYROLL TITLE for all jobs, volunteer experience, and any periods of unemployment in the last ten years. If your application is incomplete, it will be rejected. Experience is evaluated on the basis of a verifiable 40-hour week. If additional space is needed, attach additional sheets following the same format. **The Court normally contacts current and previous employers for reference information only when seriously considering a candidate for employment. DO WE HAVE YOUR PERMISSION TO DO SO? YES NO**

| | | | | | | | |
|-------------------------|-----------------|--|------------------------|--------------------|---------------|-----|--|
| NAME OF EMPLOYER: | | | EMPLOYER ADDRESS: | | | | |
| POSITION TITLE: | | | DESCRIPTION OF DUTIES: | | | | |
| DATES EMPLOYED: | | FROM: | | | | TO: | |
| TOTAL YEARS/MONTHS: | HOURS PER WEEK: | <input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME | | | | | |
| | | | | | | | |
| REASON FOR LEAVING: | | | | NUMBER SUPERVISED: | | | |
| WORK LOCATION/DIVISION: | | | NAME OF SUPERVISOR: | | PHONE: () | | |
| NAME OF EMPLOYER: | | | EMPLOYER ADDRESS: | | | | |
| POSITION TITLE: | | | DESCRIPTION OF DUTIES: | | | | |
| DATES EMPLOYED: | | FROM: | | | | TO: | |
| TOTAL YEARS/MONTHS: | HOURS PER WEEK: | <input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME | | | | | |
| | | | | | | | |
| REASON FOR LEAVING: | | | | NUMBER SUPERVISED: | | | |
| WORK LOCATION/DIVISION: | | | NAME OF SUPERVISOR: | | PHONE: () | | |
| NAME OF EMPLOYER: | | | EMPLOYER ADDRESS: | | | | |
| POSITION TITLE: | | | DESCRIPTION OF DUTIES: | | | | |
| DATES EMPLOYED: | | FROM: | | | | TO: | |
| TOTAL YEARS/MONTHS: | HOURS PER WEEK: | <input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME | | | | | |
| | | | | | | | |
| REASON FOR LEAVING: | | | | NUMBER SUPERVISED: | | | |
| WORK LOCATION/DIVISION: | | | NAME OF SUPERVISOR: | | PHONE: () | | |
| NAME OF EMPLOYER: | | | EMPLOYER ADDRESS: | | | | |
| POSITION TITLE: | | | DESCRIPTION OF DUTIES: | | | | |
| DATES EMPLOYED: | | FROM: | | | | TO: | |
| TOTAL YEARS/MONTHS: | HOURS PER WEEK: | <input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME | | | | | |
| | | | | | | | |
| REASON FOR LEAVING: | | | | NUMBER SUPERVISED: | | | |
| WORK LOCATION/DIVISION: | | | NAME OF SUPERVISOR: | | PHONE: () | | |

I understand and agree that any false statement or omission of a material fact will cause forfeiture of all rights to employment with the Superior Court of California, County of Sutter. My signature affirms that all information on this application is true and authorizes all employers and institutions to release to the Superior Court of California, County of Sutter confidential information related to my employment.

APPLICANTS WITH A DISABILITY: If you require special testing arrangements, please contact Human Resources at (530) 822-3302 at the time of filing the application. The Court will make every reasonable effort to accommodate your needs.

SIGNATURE: _____ DATE: _____

This page (front and back) of the application will not be available to an interview board.

Proper conduct by Court employees inspires public confidence and trust in the Court and conveys the values of impartiality, equality, and fairness that bring integrity to the Court's work. Court employees are expected to demonstrate, through both words and actions, the highest level of personal integrity and honesty in all professional and personal dealings. Employees are also to refrain from any perceived or actual impropriety including violating the law.

The Court conducts criminal background checks on candidates to whom it makes offers of employment. Existence of a criminal record is not an automatic bar to employment. In evaluating an applicant's suitability for Court employment, the Court will consider such factors as the nature and date of the offense(s), the number of offenses and any mitigating circumstances.

Full and complete responses to the questions below are required and will be carefully evaluated and verified. Employees' fingerprints are sent to State and Federal agencies for a check of criminal record history. **Any false statement or omission of a material fact will cause forfeiture of all rights to employment.**

Current employees of the Superior Court of California, County of Sutter, applying for a **promotion** are not required to list misdemeanor convictions occurring prior to original appointment (date of hire). However, any felony conviction(s), regardless of conviction date(s), must be listed.

ARREST AND CONVICTION INFORMATION

Pursuant to California Labor Code section 432.7, the Court, as a criminal justice agency, may inquire about arrests including those that did not result in convictions.

1. Have you ever been convicted of an offense(s) in any criminal or military court or has a juvenile court petition(s) ever been filed against you and found true? Please mark the appropriate box below and, if "Yes," please explain in the area below. Note: Exclude any offense(s), which resulted in the successful completion of a deferred entry of judgment program(s) (pre-trial diversion), or any offense(s) where the court record has been sealed: YES NO

2. Are you currently being charged, or have you ever been charged, for any violation(s) of law other than minor traffic violations—examples of a minor traffic violation include driving without a license or with a suspended license, speeding, failing to signal, etc. Please note that "driving under the influence" and "reckless driving" are not minor violations. Please mark the appropriate box and, if "Yes," please explain in the area below: YES NO

3. Have you ever been arrested or detained by any law enforcement agency or military authority including any arrests while a juvenile? Please mark the appropriate box below and, if "Yes," please explain in the area below. Note: Exclude any arrests, which resulted in the successful completion of a deferred entry of judgment program(s) (pre-trial diversion), or any arrests where the records have been sealed: YES NO

If the response to Question 1, 2 and/or 3 is "Yes," provide the date, offense, location and disposition (attach additional sheets if necessary).

4. As an adult, has a warrant(s) ever been issued for your arrest? Please mark the appropriate box below and, if "Yes," please explain in the area below. Include date(s), reason(s), and disposition of warrant(s). Note: Exclude warrants, which resulted in the successful completion of a deferred entry of judgment program(s) (pre-trial diversion): YES NO

Separation from Employment under Unfavorable Circumstances

5. While on probation or on a similar type of on-the-job trial period, were you ever terminated, discharged, released, or did you resign? Mark the appropriate box : YES NO
6. Have you ever been terminated from any employment, or did you resign while you were under investigation, or after being informed discipline would be taken, or under any other unfavorable circumstances?
Mark the appropriate box: YES NO

If the response to Question 5 and/or 6 is "Yes," provide the date, employer, reason for discharge, resignation and /or failure of probation below (attach additional sheets if necessary).

I certify that the above information is true and correct and that I have not misrepresented my qualifications and/or background. I understand and agree that any false statement or omission of a material fact will cause forfeiture of all rights to employment with the Superior Court of California, County of Sutter.

Pursuant to California Civil Code section 1786.53, I waive my right to receive copies of public records the Court obtains in the process of conducting a criminal background check on me. Please check one: YES NO

Print Name: _____

SIGNATURE: _____ DATE: _____

Superior Court of California, County of Sutter

Equal Opportunity Employer Questionnaire

POSITION TITLE: _____

The following information is necessary for the Superior Court to evaluate its hiring practices and to prepare reports required by law for the State and Federal Government. This form will be detached from the employment application. The information contained will be confidential and will NOT be used to make a decision about your employment.

FEMALE MALE

AGE: ____ DATE OF BIRTH: ____ / ____ / ____

ETHNIC GROUP

Please check one box which best identifies you:

- 1 WHITE (non-Hispanic, having origins in any of the original peoples of Europe, North Africa, or the Middle East)
- 3 BLACK / AFRICAN AMERICAN (non-Hispanic, having origins in any of the Black racial groups of Africa)
- 5 HISPANIC/ LATINO (a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.)
- 6 AMERICAN INDIAN/ALASKA NATIVE (having origins in any of the original peoples of North and South America including Central America and who maintains a cultural identification through tribal affiliation or community recognition)
- 7 ASIAN (non-Hispanic having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- 8 NATIVE HAWAIIAN /PACIFIC ISLANDER (non-Hispanic, having origins of the Pacific Islands including, for example, Hawaii, the Philippines, Guam, and Samoa)
- 9 TWO OR MORE RACES

ARE YOU A PERSON WITH A DISABILITY? YES NO

Please explain and advise HR at (530) 822-3302 if you will need special accommodations to participate in this process.

Please submit your application to Human Resources at:
[Superior Court of California, County of Sutter](#)
Human Resources – Room 200
1175 Civic Center Blvd.
Yuba City, CA 95993

HOW DID YOU FIND OUT ABOUT THIS POSITION?

Please complete the following by checking one or more:

- Court Website
- Job Bulletin Posted at Public Agency (Court, County, City, Library, etc.)

Name of Agency

- School Placement Office

Name of School

- Court or County Employee
- Friend or Relative
- Newspaper
- Professional Conference
- Other—Please Specify: _____

VETERAN'S PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination of a person who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service.

A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veteran's preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

DO YOU CLAIM VETERANS' CREDIT? YES NO

If yes, attach a copy of your DD214 or other official document to this application.