

Date: _____

Position: _____

SUPERIOR COURT OF CALIFORNIA

County of Butte



APPLICATION FOR EMPLOYMENT INSTRUCTIONS

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY
BEFORE COMPLETING THIS APPLICATION.**

All applications must be completed legibly. Please type or print your application using blue or black ink. With the exception of Question 6, all requested items of information must be provided without exception. **Applications will be reviewed critically for completeness and that all instructions are followed. Failure to provide any of the required information will result in the rejection of your application. Refer to Job Announcement for additional application requirements, if any.** Applications that are illegible, incomplete, or unsigned will be rejected without review.

This application is the first step in the examination process, and in some instances, it may be the only criteria utilized in developing the list of eligibles. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. Include a complete list of work experience, **which relates to the specific Minimum Qualification requirements stated on the Job Description.** Applicants must meet all of the qualifications for the classification by the final filing date, unless otherwise specified in the Job Announcement. This eligibles list will be active for one year from the final filing date, unless abolished by the Court Executive Officer.

Complete **ALL PAGES** of the application form. Resumes may be attached, but they will not be accepted in place of a properly completed Superior Court of California, County of Butte Application for Employment. Do **NOT** use "See Resume" or similar expressions for any of the requested information. A separate original Superior Court of California, County of Butte Application for Employment must be completed for each position for which you are applying. Photocopies will **NOT** be accepted.

Make sure that you sign, date, and submit your application to the Human Resources Department at Butte Superior Court **NO LATER THAN 4:00 p.m.** on the final filing date specified in the Job Announcement. Late applications will be rejected without review. Postmarks will not be accepted. The Superior Court is not responsible for lost or misdirected applications. A completed application may be faxed to the Human Resources Department at (530) 532-7291 to meet the final filing date. In the case of a faxed application, the date stamp from the Human Resources Department's fax machine will determine the date and time it is received. **If the application has been faxed in advance of the final filing deadline, the original signed application must be received by the Human Resources Department within seven (7) days of the final filing date specified in the Job Announcement.**

The above information is general in nature and does not constitute an expressed or implied contract.

All applicants who are offered a position of employment with the Superior Court of California, County of Butte will be fingerprinted and must successfully pass a criminal background check prior to employment. Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements.

The Superior Court of California, County of Butte is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, or sexual orientation. If you require an accommodation during any phase of the recruitment process, please contact the Human Resources Department in advance. Verification of disability may be required prior to accommodation.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

PLEASE DO NOT DETACH

The Superior Court of California, County of Butte is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the following information is solicited on a **voluntary** basis and will **NOT** be used to make any decision about your eligibility, selection, or employment. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be detached from the application and kept confidential and available to authorized personnel only for research and statistical purposes and may only be used in accordance with the provisions of applicable laws. When reported, data will not identify any specific individual. It will **NOT** have any effect upon your application. Your cooperation in providing this information is essential to the success of the research and evaluation program.

Position: _____ Recruitment Date: _____

ETHNIC ORIGIN:

The following ethnic categories have been identified by the Equal Employment Opportunity Commission (EEOC). Please check **one space only** for the ethnic category you most closely identify with.

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- 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 American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the 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.
- American Indian or Alaska Native (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 recognition; including American Indians, Aleuts, and Eskimos.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

GENDER: Female Male

AGE: Under 18 18-20 21-29 30-39 40-49 50-59 60 or Over

DISABILITY: None Hearing Speech Developmental Visual Physical

RECRUITMENT RESEARCH

SOURCE: How did you learn about this recruitment (**check only one**):

- | | | |
|---|---|--|
| <input type="checkbox"/> Chico Enterprise-Record | <input type="checkbox"/> Marysville Appeal-Democrat | <input type="checkbox"/> Oroville Mercury-Register |
| <input type="checkbox"/> Redding Record-Searchlight | <input type="checkbox"/> Job Flyer/Bulletin Board | <input type="checkbox"/> E-TV |
| <input type="checkbox"/> CalJobs Website | <input type="checkbox"/> Californiahasjobs website | <input type="checkbox"/> WhoHasCourtJobs Website |
| <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> Court Employee | <input type="checkbox"/> Sacramento Bee |
| <input type="checkbox"/> Court Website | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Internet, please specify |

EDUCATION: Please indicate the highest grade in school that you have completed (**check only one**).

- | | | |
|---|---|--|
| <input type="checkbox"/> Some High School | <input type="checkbox"/> High School Graduate/GED | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> 1-2 Years of College | <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Doctoral Degree |
| <input type="checkbox"/> 2-3 Years of College | <input type="checkbox"/> Bachelor's Degree | |