



**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF BUTTE – HUMAN RESOURCES**
ONE COURT STREET, OROVILLE, CALIFORNIA, 95965-3303
TELEPHONE: (530) 532-7103 • FACSIMILE: (530) 532-7291

WWW.BUTTECOURT.CA.GOV

HUMAN RESOURCES' USE ONLY	
<input type="checkbox"/>	Qualified/Meets MQ's
<input type="checkbox"/>	Not Qualified/Does not meet MQ's
<input type="checkbox"/>	Education
<input type="checkbox"/>	Experience
<input type="checkbox"/>	Late Submission
<input type="checkbox"/>	Incomplete/Unsigned/Illegible
Veteran's Points:	<input type="checkbox"/> 5 <input type="checkbox"/> 10
Internal Candidate:	<input type="checkbox"/> 5
Reviewed By:	_____ Date:

APPLICATION FOR EMPLOYMENT

Please read all instructions. Candidates must ensure every section is complete and all required materials are attached before submission to the Court. Incomplete applications are subject to disqualification. Do not refer to resume in lieu of supplying the requested information.

APPLICANT INFORMATION

Position:			
First Name:	Middle Initial:	Last Name:	
Mailing Address:			
City:	State:	Zip Code:	
Phone Number:	E-Mail Address:		
Driver License Number:	State:	Class:	Expires:
Can you, after employment, submit verification of your legal right to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you currently working, or have you ever worked, for the Superior Court of California, County of Butte?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have any family members currently employed by Superior Court of California, County of Butte? If yes, name and title:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you currently receiving retirement benefits from the CalPERS retirement system? <i>If yes, indicate type of retirement (<input type="checkbox"/> Service <input type="checkbox"/> Disability) and agency retired from:</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
What type of work will you accept? (Check all that apply)	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Indicate any languages in which you possess sufficient fluency to act as an interpreter:			
Are you applying for Veteran's Preference Points? <i>If yes, proof of veteran's status (DD214 or equivalent) must be submitted at the time of application. Submissions received after the final filing deadline will not be accepted.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

EDUCATION & TRAINING

HIGH SCHOOL

Name & Location	Did you graduate?	Equivalency Test or GED?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

COLLEGE, UNIVERSITY, BUSINESS, TRADE OR SERVICE SCHOOLS

1. Name & Location	
Major/Course of Study:	Degree Type:
Dates Attended:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress
2. Name & Location	
Major/Course of Study:	Degree Type:
Dates Attended:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress
3. Name & Location	
Major/Course of Study:	Degree Type:
Dates Attended:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress

PROFESSIONAL LICENSES & CERTIFICATIONS

Organization	License/Cert Type	License/Cert Number	Issue Date	Expiration Date

CONVICTION HISTORY / BACKGROUND CHECK

Employment with the Superior Court of California, County of Butte, is contingent upon passing a background clearance including, but not limited to, fingerprinting and records/reference check. A conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. When answering, do not include minor traffic violations; any offense committed prior to your 18th birthday which was adjudicated in a juvenile court or under a youth offender law; or any incident sealed under Welfare & Institutions Code 781 or Penal Code 1203.45. Attach additional pages if necessary. Failure to list all convictions other than those excluded may disqualify you from consideration.

Have you been convicted by any court of an offense? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been arrested for and charged with a crime for which you are currently out on bail or on your own recognizance pending trial? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes to either of the above questions, please provide the following information. Attach additional sheets if necessary:</i>	
Offense:	Date:
Location (City/State):	Case Disposition/Action Taken:

WORK EXPERIENCE

Beginning with your most recent experience, give detail on the experience that you believe meets the requirements for this recruitment. List all positions and jobs held separately, and account for any large gaps in employment history. Do not state "See Resume" for any of the requested information. Resumes may be attached, but they will not be accepted in place of a properly completed Application for Employment. This section must be completed, and you may attach an additional pages if necessary.

Employer:	Job Title:	
Address:	Phone Number:	
Supervisor's Name/Title:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Employment (Month/Year):	Hours per week:	Salary:
Number of employees you supervised:	Reason for leaving:	
Duties/Responsibilities:		

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Dates of Employment (Month/Year):	Hours per week:	Salary:
Number of employees you supervised:	Reason for leaving:	
Duties/Responsibilities:		

CERTIFICATION

I hereby certify that all statements made in connection with this application are complete and true to the best of my knowledge. I understand that supplying false or misleading information is grounds for disqualification from further consideration for employment, or for dismissal if discovered at a later date. I authorize investigation of all statements contained herein. I further authorize the references and employers listed above or on any of the attached documents to give the Superior Court of California, County of Butte, any and all pertinent information concerning my previous employment, personal or otherwise. I release all parties from liability for any damage that may result from furnishing this information to the Court.

Signature of Applicant

Date