



**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](http://WWW.BUTTECOURT.CA.GOV)**

**HUMAN RESOURCES' USE ONLY**

- Qualified/Meets MQ's
- Not Qualified/Does not meet MQ's
  - Education
  - Experience
  - Late Submission
  - Incomplete/Unsigned/Illegible

Veteran's Points:  5  10  
Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**

<b>1. DATE:</b> _____		<b>2. POSITION:</b> _____		
<b>3. FIRST NAME:</b> _____		<b>MIDDLE NAME:</b> _____		<b>LAST NAME:</b> _____
<b>4. MAILING ADDRESS:</b> _____		<b>CITY:</b> _____	<b>STATE:</b> _____	<b>ZIP:</b> _____
<b>5. PHONE NUMBERS:</b>		Home: _____	Message: _____	<b>6.</b> Social Security Number: _____

- 7. Court Employment:** Are you currently working or have you ever worked for Butte County Superior Court?  Yes  No  
Do you have any family members currently employed by Butte County Superior Court?  Yes  No
- 8. Drivers License:** \_\_\_\_\_ (State) \_\_\_\_\_ (Number) \_\_\_\_\_ (Class) \_\_\_\_\_ (Expiration Date)

**9. Employment Eligibility Verification:** Can you, after employment, submit verification of your legal right to work in the United States?  Yes  No

**10. Veteran's Preference Points:** Are you applying for Veteran's Preference Points?  Yes  No  
If YES, proof of veteran's status (DD214, or equivalent) must be attached at the time of submission of the employment application.  
Submissions after the final filing deadline **will not** be accepted.

**11. Are you currently receiving retirement benefits from the CalPERS retirement system?**  Yes  No  
If yes, please check type of retirement:  Service  Disability: Indicate agency retired from \_\_\_\_\_

**12. Convictions/Background Check:** *Employment with the Superior Court is contingent upon passing a background clearance including, but not limited to, fingerprinting and records check. A conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements.*

Have you been convicted by any court of an offense?  Yes  No  
Have you been arrested for and charged with a crime for which you're currently out on bail or on your own recognizance pending trial?  Yes  No

In answering #12, **do not** include the following situations: Minor traffic violations, any offense committed prior to your 18<sup>th</sup> birthday which was finally 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.

**If you answered yes to any of the questions in #12 above, please provide the following information:**

Offense	Date	Where (city/state)	Case Disposition/Action Taken
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Please attach an additional sheet if necessary, and list the charge or offense, the date, the city and state in which charged, and the court in which all such actions were taken. Failure to list all convictions other than those excluded may disqualify you from consideration.

- 13a. Type of Work:** What type of work will you accept?  Permanent / Regular-Help  Temporary / Extra Help  Full-Time  Part-Time  
**13b. Work Location:** Are you willing to work at any of our court facilities? Yes  No

**14. Language Skills:** Indicate languages in which you possess sufficient fluency to act as an interpreter.

**15. References:** List at least (3) people who are not related to you and who can provide a reference. Professional references preferred.

Name	Address	Telephone #	Occupation	Years Known

**16. Education and Training:** Please read the Minimum qualifications section on the job announcement before filing out this section.

HIGH SCHOOL		
Name and 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					
Name and Location	Degree Major	Number of Credits Completed or Earned		Degree Type (i.e. BS, AA, PhD)	Dates of Attendance and/or Year Degree Issued
		Semester Units	Quarter Units		

PROFESSIONAL LICENSES, REGISTRATION, CERTIFICATION			
Organization	Number	Issue Date	Expiration Date

**17. 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. Do not use "See Resume" for any of the requested information on this form. Resumes may be attached, but they will not be accepted in place of a properly completed Butte County Superior Court application for employment. This section must be completed even if attaching a resume. You may attach an additional sheet of paper if necessary.

Employer:		Job Title:		From (Month/Day/Year):
Address:		Supervisor's Name/Title:		To (Month/Day/Year):
Phone Number:	Number of Employees Supervised:	Reason for Leaving:		Total: _____ Years    _____ Months
Duties:				Hours per Week:
Salary: \$ _____ per				
Employer:		Job Title:		From (Month/Day/Year):
Address:		Supervisor's Name/Title:		To (Month/Day/Year):
Phone Number:	Number of Employees Supervised:	Reason for Leaving:		Total: _____ Years    _____ Months
Duties:				Hours per Week:
Salary: \$ _____ per				
Employer:		Job Title:		From (Month/Day/Year):
Address:		Supervisor's Name/Title:		To (Month/Day/Year):
Phone Number:	Number of Employees Supervised:	Reason for Leaving:		Total: _____ Years    _____ Months
Duties:				Hours per Week:
Salary: \$ _____ per				

**18. 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 authorized the references and employers listed above or on any of the attached documents to give you 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 information to you.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*If you are submitting the court application on-line you will be required at time of interview to sign a declaration to certify that all statements made on this application are complete and true to the best of your knowledge .*