



**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

APPLICATION FOR EMPLOYMENT INSTRUCTIONS

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING APPLICATION

Please type or clearly print your application using blue or black ink. All questions on the application must be completed in sufficient detail to permit comprehensive review. **EVERY APPLICATION FIELD MUST BE COMPLETED.** **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.

The application will go through a screening process, and in some instances an application may be the only criteria utilized in developing the list of eligible applicants. Therefore, it is important that your application show **all** experience and education relevant to the specific minimum requirements of the position. Please list all relevant jobs regardless of duration, including part time and military service. The information that you furnish will be used to determine your qualifications. Applicants must meet all of the qualifications for the classification by the final filing date, unless otherwise specified in the job announcement.

Attachments to the application will be accepted, but they will not be accepted in place of a properly completed Superior Court of California, County of Butte, Application for Employment. You may **NOT** write “See Resume” for any of the requested information; however, a resume can accompany a completed application as a supplement. A separate Application for Employment must be completed for each position for which you are applying. Postmarks will not be accepted, and late applications will be rejected without review. 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. **PLEASE ENSURE YOUR APPLICATION IS SIGNED, DATED, AND SUBMITTED TO HUMAN RESOURCES NO LATER THAN 4:00 P.M. ON 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.

Policy of Nondiscrimination

Superior Court of California, County of Butte does not discriminate in the admission or access to, or treatment or employment in, its programs or activities and encourages applications from all persons regardless of their race, color, sex, sexual orientation, religion, religious creed, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance. Reasonable accommodation may be made in the testing procedure as well as the work site.

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. Refusal to provide this information 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 will only be used in accordance with the provisions of applicable laws. When reported, data will not identify any specific individual.

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, 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 attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above 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"/> Job Flyer | <input type="checkbox"/> Craigslist |
| <input type="checkbox"/> Redding Record-Searchlight | <input type="checkbox"/> Court Website | <input type="checkbox"/> CalJobs Website |
| <input type="checkbox"/> Marysville Appeal Democrat | <input type="checkbox"/> Judicial Council | <input type="checkbox"/> Monster Jobs |
| <input type="checkbox"/> Oroville-Mercury Register | <input type="checkbox"/> Friend/Relative | |
| <input type="checkbox"/> Sacramento Bee | <input type="checkbox"/> Court Employee | <input type="checkbox"/> Other: _____ |

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

- | | |
|---|--|
| <input type="checkbox"/> Some High School | <input type="checkbox"/> Associate Degree |
| <input type="checkbox"/> High School Graduate / GED | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> 1-2 Years of College | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> 3-4 Years of College | <input type="checkbox"/> Doctoral Degree |