

EMPLOYMENT APPLICATION

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BENITO
PERSONNEL DEPARTMENT
450 Fourth Street
Hollister, CA 95023
(831) 636-4057

An Equal Opportunity-Affirmative Action Employer

Applications Must Be Typed or In Ink. Complete all Sections. Give Sufficient Information to Allow for Comprehensive Review and Evaluation.

1. Position Applying For: _____

2. Your Name: _____
Last First Middle Initial

3. Address: _____
Number and Street City and State Zip

Telephone Number: Home: (_____) _____ Business: (_____) _____ Ext. _____

May we contact you at your business number? Yes No

4. Your Social Security Number: _____
(In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. The Social Security Number will be used for identification purposes to ensure that proper records are maintained.)

5. Do you have a valid California driver's license? Yes No Class: A B C D License No.: _____

6. Can you, after employment, submit proof of your legal right to work in the United States? Yes No

7. Are you 18 years of age or older? Yes No If not, do you have a valid work permit? Yes No

8. Are you now working, or have you ever worked for the County of San Benito or Superior Court?
If YES, please list the name of the department, position, and dates employed below.

9. Are you related to anyone who works for the County of San Benito or Superior Court by blood, marriage or adoption? Yes No

If YES, Name _____ Relationship _____

10. As an adult, have you ever been convicted of a felony? Yes No. If yes, please explain

Date of Conviction	Location (City and State) of Conviction	Describe Nature of Offense

(PLEASE NOTE: A CONVICTION IS NOT AN AUTOMATIC BAR TO EMPLOYMENT, EACH CASE IS CONSIDERED ON ITS INDIVIDUAL MERITS.)

11. Have you ever been fired or forced to resign from any job? Yes No. If YES please explain below.

12. What language(s), other than English, do you speak fluently? _____

Read fluently? _____ Write fluently? _____

13. Do you have the ability to perform the essential functions of the position for which you are applying? Yes No

14. How did you first hear of this opening?

- County Employee Court Employee
 "Jobs Available" Newspaper
 Personnel Office Other, specify _____

15. Indicate the type of appointment(s) you will accept:

- Full-time regular position (40 hours per week)
 Part-time regular position (fewer than 40 hours per week)
 Shift/Weekend Work Temporary Position

16. **EDUCATION:** Did you graduate from high school? Yes No. If NO, did you receive a G.E.D.? Yes No

Circle highest year completed: (Less than 7) 8 9 10 11 12 13 14 15 16 (17 or more)

College, Business or Trade School	Major	Semester Units Completed _____	Quarter Units Completed _____	Type of Degree Conferred _____
	Major	Semester Units Completed _____	Quarter Units Completed _____	Type of Degree Conferred _____
Graduate Work	Major	Semester Units Completed _____	Quarter Units Completed _____	Type of Degree Conferred _____

Equal Opportunity Employment

To further its commitment to Equal Opportunity Employment, San Benito County is requesting applications to voluntarily provide the following information. The information will be detached from the application.

Position Applied For: _____

Date: _____

Sex: Male Female

Age Group:

Under 21

21-29

30-39

40-49

50-59

60 or Over

Ethnic Categories:

White

Black

Hispanic

Asian/Pacific Islander

American Indian or Alaskan Native

Other

Is there any accommodation you require in conjunction with the employment process, including testing and interview arrangements?

Yes No

If yes, please state the accommodation which you require.

