



Date Stamp

JOB APPLICATION

1. Exact title of position you are applying for:

2. Job Number

3. Department

4. Full Name (first, middle, last)

5. Physical Address

6. Mailing Address

7. Primary Phone #

8. Secondary Phone #

9. E-MAIL Address

10. Are you now or have you ever been an employee of the County?

10b. If yes, what status?

10c. If yes, what department(s)

10d. What position (s)?

11a. Are you related by blood or marriage to a person currently employed with the County?

11b. If yes, list name, department and relationship

12a. Do you have a valid California Driver's License?

12b. Class?

13. Can you, after offer of employment, submit verification of your legal right to work in the U.S.? (Form I-9)

14. Are you now or have you ever been a member of CalPERS?

15. Are you a CalPERS retired annuitant?

16. Please list the dates and agency locations where you were a CalPERS member.

17. Have you ever been discharged, released during probation, or resigned under pressure or unfavorable circumstances?

17a. If yes, please explain.

18. **Convictions/Criminal Offenses:** If you are applying for positions within the **Sheriff's Office, Probation Department, District Attorney's Office, Information Technology or Facilities Maintenance** please answer the following question.

If you are applying for a position in any other department please skip to the next question.

Have you ever been convicted of a crime? If yes, please list, but exclude the following information from your response: 1) any pretrial or post-trial referral to diversion programs; 2)any convictions for which the records have been judicially ordered sealed, expunged or statutorily eradicated, such as juvenile records; 3)any misdemeanor conviction for which probation was successfully completed and otherwise discharged and the case has been dismissed; 4)any marijuana possession convictions occurring more than two years ago and concerning a quantity of 28.5 grams of marijuana or less; and 5)any traffic violations.

Please list below: Date / Location (City/County/State) / Code # & Offense / Fine & Sentence / Current Status (Probation, Parole, Etc.)

19. **BACKGROUND:** As part of the Calaveras County recruitment and selection process, do you acknowledge that prior to any potential offers of employment from the County, you will be required to undergo a background investigation, including but not limited to: Conviction History, Multi-State Sexual Offender Search, Driving History, Personal/Professional Reference Checks, and Credit History, if applicable?

Yes or No

20. **EMPLOYMENT TYPE:** Please indicate what type of employment you will accept:

- ☐ Permanent Full-Time ☐ Permanent Part-Time (50% or more) ☐ Permanent Part-Time (less than 50%)
☐ Temporary/Extra-Hire (whenever needed) ☐ Evening/Night Work ☐ Weekend Work ☐ Shift Work

FOR HUMAN RESOURCES/HIRING MANAGER USE ONLY

FFD: _____

- ☐ Resume ☐ Cover Letter ☐ Supplemental Questions ☐ Writing Sample/ Essay ☐ DMV Printout
☐ Transcripts ☐ Foreign Degree Credential ☐ Other

- Application Accepted? ☐ YES ☐ NO ☐ Qualified ☐ Not Qualified ☐ Incomplete / Unsigned
☐ Does not meet MQ's - Experience ☐ Does not meet MQ's - Education ☐ Does not meet MQ's - Licence/Certificate
☐ Under 18 years of age ☐ Late Submission ☐ Illegible ☐ OTHER:

HIRING DEPARTMENT RECOMMENDATION

☐ PLEASE INTERVIEW

☐ DO NOT INTERVIEW

NOTES:

Department Representative

Title

Date

1st Interview Schedule: _____ Contact date/time: _____

2nd Interview Schedule: _____ Contact date/time: _____

NOTES:

21. EDUCATION AND TRAINING: Please review the minimum qualifications and education/experience section of the job announcement before continuing. Copies of transcripts, certifications, licenses, degrees, etc. may be required to accompany your application materials. Official transcripts may be required for some positions. Foreign transcriptions must be reviewed by a credentialing services (NACES) and an official letter submitted as part of the application packet.

What is the highest level of education you possess? (please only include completed degrees)

Degree/Major	<input type="text"/>	Date Received:	<input type="text"/>	College/Univ.	<input type="text"/>
Degree/Major	<input type="text"/>	Date Received:	<input type="text"/>	College/Univ.	<input type="text"/>
Degree/Major	<input type="text"/>	Date Received:	<input type="text"/>	College/Univ.	<input type="text"/>
Degree/Major	<input type="text"/>	Date Received:	<input type="text"/>	College/Univ.	<input type="text"/>

Please list college coursework if degree is in progress or incomplete.

22. CERTIFICATES / LICENSES / PROFESSIONAL REGISTRATION: Please review the minimum qualifications and education/experience section of the job announcement to identify if a certificate, license or registration is a minimum qualification of the position. Please include all relevant certificates/licenses/registrations.

Description:	<input type="text"/>	Certificate/ license/ Registration #	<input type="text"/>	Date Issued:	<input type="text"/>
				Exp. Date:	<input type="text"/>
Description:	<input type="text"/>	Certificate/ license/ Registration #	<input type="text"/>	Date Issued:	<input type="text"/>
				Exp. Date:	<input type="text"/>
Description:	<input type="text"/>	Certificate/ license/ Registration #	<input type="text"/>	Date Issued:	<input type="text"/>
				Exp. Date:	<input type="text"/>
Description:	<input type="text"/>	Certificate/ license/ Registration #	<input type="text"/>	Date Issued:	<input type="text"/>
				Exp. Date:	<input type="text"/>

23. LANGUAGE SKILLS: In addition to ENGLISH I can fluently:

☐ Speak ☐ Read ☐ Write Language:

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24. COMPUTER SKILLS: (Please indicate program and experience level)

<input type="checkbox"/> MS Power Point	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> MS Publisher	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> MS Access	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> MS Outlook	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> Adobe Pro	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced

25. TYPING: (Please indicate speed)

26. WORD PROCESSING / SPREADSHEET EXPERIENCE:

MS WORD

☐ **NONE**

☐ **Beginner** (Composing general correspondence/letters/memos)

☐ **Intermediate** (create mail merge, forms, templates)

☐ **Advanced** (building macros, styles and wizards)

MS EXCEL

☐ **NONE**

☐ **Beginner** (setting up formatted worksheets & sorting data)

☐ **Intermediate** (creating formulas, charts, graphs, pivot tables and links)

☐ **Advanced** (creating worksheets with decision making capabilities, macros and importing data from other sources)

27. **SKILLS:** Additional computer programs, experience, skills:

28. **EXPERIENCE:** Begin with your most recent experience, including military service and volunteer service. Give details on the experiences that you believe meet the minimum qualifications (MQ's) of the position. **List all experience in the last ten (10) years.** Show actual time (number of hours per week) spent in each experience. Resumes may be attached and are encouraged for positions that do not require them. A resume **WILL NOT** be accepted in lieu of completing the sections of the applications.

DO NOT write "**SEE RESUME**" or similar expression for any of the questions on this application.
The following section must be completed in its entirety even if attaching a resume.

EMPLOYMENT HISTORY

May we contact this employer?

Employed from:

Employed to:

Hours per week:

Your job title:

Salary:

Per

Name of Company

Immediate Supervisor:

Reason for leaving:

Street Address:

City, ST, Zip:

Phone:

Responsibilities and Duties:

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and Duties:**EMPLOYMENT HISTORY**

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Salary:

Per

Name of Company

Street Address:

City, ST, Zip:

Phone:

Immediate Supervisor:

Reason for leaving:

Responsibilities
and Duties:

29. **REFERENCES:** You are required to list three (3) professional references who are not related to you and who will provide a reference.

Name:

Phone #

Years Known:

Name:

Phone #

Years Known:

Name:

Phone #

Years Known:

30. **CERTIFICATE OF APPLICATION** (Read carefully before signing.) I HEREBY CERTIFY that under penalty of perjury all statements made in connection with this application and attachments 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 with the County of Calaveras, 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 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 the same to you. I further agree to be fingerprinted, to submit to a medical examination by a County physician if required for the position for which I am applying, and to an investigation of matters contained in this application.

Signature

Date

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

Calaveras County is asking all applicants to voluntarily complete this form in order to comply with federal Equal Employment Opportunity law requirements. Your cooperation in providing this information is essential to the success of the research and evaluation program. This information is solicited on a **VOLUNTARY** basis and will **NOT** be used to make any decision about your eligibility, selection, or employment. **This information will be detached from the application** and will only be available to authorized personnel, and only for research and statistical purposes. It will **NOT** have any effect upon your application.

Name of Position

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.

- ☐ **American Indian or Alaskan Native** - all person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition; including American Indians, Aleuts, and Eskimos. (I)
- ☐ **Asian or Pacific Islander** - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example: China, India, Japan, Korea, the Philippine Islands and Samoa. (API)
- ☐ **Black (not of Hispanic origin)** - All person having origins in any of the Black racial groups of Africa. (B)
- ☐ **Hispanic** - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. (H)
- ☐ **White (not of Hispanic origin)** - all persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. (W)

GENDER

☐ Female

☐ Male

AGE

☐ Under 18

☐ 18-20

☐ 21-29

☐ 30-39

☐ 40-49

☐ 50-59

☐ 60 or older

DISABILITY

☐ None

☐ Hearing

☐ Speech

☐ Developmental

☐ Visual

☐ Physical

VETERAN

- ☐ **Disabled Veteran** - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.

- ☐ **Recently Separated Veteran** - A "*recently separated veteran*" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

- ☐ **Active Duty Wartime or Campaign Badge Veteran** - An "*active duty wartime or campaign badge veteran*" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

- ☐ **Armed Forces Service Medal Veteran** - An "*armed forces service medal veteran*" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

- ☐ **I Am Not a Protected Veteran**

RECRUITMENT RESEARCH - How did you learn about this recruitment?

- ☐ County Website ☐ County Employee ☐ County e-mail subscription ☐ County 24-hour job line ☐ Friend or Family
- ☐ Calaveras Enterprise ☐ Union Democrat ☐ Amador Acorn ☐ Stockton Record ☐ Modesto Bee ☐ Sacramento Bee
- ☐ Indeed.com ☐ Careerbuilder.com ☐ Monster.com ☐ ValleyJobFinder.com ☐ Other Text

EDUCATION - Please indicate highest education completed.

- ☐ Some High School ☐ HS Equiv. / GED ☐ High School Graduate ☐ Some College ☐ Trade School
- ☐ Associate's Degree ☐ Bachelor's Degree ☐ Master's Degree ☐ Doctoral Degree ☐ Juris Doctorate