



The Superior Court of the State of California  
 County of Kings  
 Human Resources Division  
 1640 Kings County Drive  
 Hanford, California 93230

**EMPLOYMENT APPLICATION**

The Superior Court of California, County of Kings is an Equal Opportunity Employer. We encourage all persons to file applications with us, as we do not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, or disability.

**INSTRUCTIONS TO APPLICANTS**

This application is part of the examination process. Before completing this form, please read the minimum qualifications for the job in which you are interested. Your application will not be considered for the position unless you meet these requirements. Print clearly with blue or black ink or type. Incomplete or illegible applications will not be considered. Make copies of any information you submit and wish to keep. Notify us promptly of any change of address and/or telephone number.

**IF REQUIRED, PLEASE ATTACH A COPY OF YOUR TYPING CERTIFICATE OR WRITING EXAMPLES.**

Name: \_\_\_\_\_  
 SSN: \_\_\_\_\_ Job#: \_\_\_\_\_

(To be filled out by applicant)

**ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY. RESUME MAY NOT SUBSTITUTE.**

Show the exact title as it appears on the job announcement – Separate applications are required for each job.

Job Title		SSN	
Last Name	First Name	MI	
Street and/or Mailing Address		City	State Zip Code
Home Phone	Alternate Phone (optional)	E-Mail Address (optional)	

AVAILABILITY SCHEDULE: Indicate the types of appointment you are willing to accept:  
 Full time       Part time       Temporary (no benefits)

DO YOU HAVE A DRIVER'S LICENSE?  Yes     No    License # \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Do you have relative(s) working at any Kings County Superior Court(s)?  Yes     No  
 If yes, name of employee: \_\_\_\_\_ Relationship: \_\_\_\_\_

**PENDING CASES AND CONVICTIONS**

Do you have any pending Civil, Criminal/Misdemeanor or Traffic cases in a Superior Court in the State of California?  Yes  No  
 As an adult, have you ever been convicted of a felony or misdemeanor offense?  Yes  No

**Failure to disclose any convictions or providing false or misleading statements of material facts will automatically remove applicant from this interview process.** If yes, complete details below.

Please note that conviction is not an automatic bar to employment. Each case is considered individually.

Offenses	Places/Court Jurisdiction	Dates	Penalties

EDUCATION: High School Attended: \_\_\_\_\_ City/State: \_\_\_\_\_

Highest Grade Completed \_\_\_\_\_  High School Diploma  G.E.D.  AA/AS  BA/BS  MA/MS  Ph.D./J.D./LL.B

COLLEGE/UNIVERSITY/ BUSINESS SCHOOL	DATES ATTENDED	MAJOR	NUMBER OF UNITS	DATES OF DEGREE(S)

Law School:		Bar Member Number:	
Other Related Training	Agency Providing Training	Certificates Awarded	Number of Training Hours

**Office Skills**  
 WHAT OFFICE EQUIPMENT AND SOFTWARE CAN YOU OPERATE?  
 Word Processing\*       Software Application\*      \*Please list machines/software you're proficient at:  
 Data Entry Equipment\*     Adding Machine      \_\_\_\_\_  
 Transcribing Equipment     Personal Computer\*      \_\_\_\_\_  
 CSR Speed \_\_\_\_\_

Languages: Other than English, list languages in which you are proficient:

Verbal Skills: \_\_\_\_\_ Written Skills: \_\_\_\_\_

Human Resources Use Only

Acc
Not Acc
Acc
Not Acc
Background Check
LiveScan
Drug Screen
Ref Ck
DOB
Rate
Step
Start Date

**THIS SECTION MUST BE COMPLETED. DO NOT ATTACH A RESUME IN LIEU OF COMPLETING THIS SECTION.**

If you need more space for your job record, use the same format on plain white paper.

**EXPERIENCE:** Beginning with your most recent experience, list all experience gained in the last ten (10) years, including periods of self employment and military service. Give full details which, in your opinion, is related to the job for which you are applying. List any volunteer experience which you believe has enhanced your qualifications. For full consideration, you must provide all information requested about your qualifications and work record.

Mo./Yr. to Mo./Yr.	Name and Address of Employer	Title of Your Position	Name and Phone No. of Supervisor
Hours Per Week	Duties:		
Reason for Leaving:			
Mo./Yr. to Mo./Yr.	Name and Address of Employer	Title of Your Position	Name and Phone No. of Supervisor
Hours Per Week	Duties:		
Reason for Leaving:			
Mo./Yr. to Mo./Yr.	Name and Address of Employer	Title of Your Position	Name and Phone No. of Supervisor
Hours Per Week	Duties:		
Reason for Leaving:			
Mo./Yr. to Mo./Yr.	Name and Address of Employer	Title of Your Position	Name and Phone No. of Supervisor
Hours Per Week	Duties:		
Reason for Leaving:			

**CERTIFICATION AND AGREEMENT OF APPLICANT**

I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ATTACHMENTS THERETO ARE TRUE IN ALL RESPECTS. I UNDERSTAND AND AGREE THAT MISSTATEMENTS OR OMISSIONS OF ANY MATERIAL FACT MAY BE CAUSE FOR DISQUALIFICATION OR DISMISSAL. I GRANT PERMISSION FOR THE COURT TO VERIFY ALL INFORMATION CONTAINED WITHIN BY CONTACTING CURRENT AND FORMER EMPLOYERS, SCHOOLS, REFERENCES AND ANY OTHER PERSON. I RELEASE ALL SUCH PERSONS FROM ANY LIABILITY OR DAMAGES ON ACCOUNT OF HAVING FURNISHED SUCH INFORMATION. I UNDERSTAND MY CURRENT EMPLOYER WILL NOT BE CONTACTED UNLESS I AM BEING CONSIDERED AS A FINALIST IN THE RECRUITMENT PROCESS. I UNDERSTAND AND AGREE THAT IT IS MY RESPONSIBILITY TO ENSURE THAT MY APPLICATION IS RECEIVED BY THE COURT HUMAN RESOURCES DIVISION NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. POSTMARKS WILL NOT BE ACCEPTED. I UNDERSTAND THAT PRIOR TO BEING OFFERED EMPLOYMENT WITH THE COURT I MAY BE REQUESTED TO TAKE A JOB RELATED WRITTEN EXAMINATION, PERFORMANCE/SKILLS TEST, AND/OR PARTICIPATE IN ORAL INTERVIEW(S). IN THE EVENT THAT I BELIEVE I HAVE A DISABILITY WHICH WILL AFFECT MY ABILITY TO TAKE ANY TEST, I WILL SO INFORM THE COURT PRIOR TO THE ADMINISTRATION OF THE TEST SO THAT IT CAN BE DETERMINED IF A REASONABLE ACCOMMODATION IS AVAILABLE WHICH WILL FACILITATE MY TAKING THE TEST. REQUESTED ACCOMMODATIONS MAY INCLUDE ACCESSIBLE TESTING SITES, MODIFIED TESTING CONDITIONS AND ACCESSIBLE TESTING FORMATS. THE COURT RESERVES THE RIGHT TO REQUIRE MEDICAL DOCUMENTATION CONCERNING THE NEED FOR ACCOMMODATION. I UNDERSTAND AND AGREE THAT EMPLOYMENT WITH THE COURT IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A JOB RELATED MEDICAL REVIEW/EXAMINATION WHICH WILL INCLUDE DRUG TESTING AND MY FURNISHING DOCUMENTATION EVIDENCING EMPLOYMENT AUTHORIZATION IN ACCORDANCE WITH THE IMIGRATION REFORM AND CONTROL ACT OF 1986 (IRCA). A BACKGROUND INVESTIGATION, INCLUDING FINGERPRINTING, WILL BE REQUIRED FOR SOME POSITIONS. I UNDERSTAND AND AGREE THAT EMPLOYMENT WITH THE COURT DOES NOT OCCUR UNTIL THE APPOINTING AUTHORITY AND THE HUMAN RESOURCES DIVISION COMPLETE A PERSONNEL ACTION NOTICE APPOINTING ME TO A POSITION FOLLOWING SUCCESSFUL COMPLETION OF ALL EMPLOYMENT PROCEDURES. UNTIL FORMAL APPOINTMENT IS MADE IN THIS MANNER, ANY OFFERS OF EMPLOYMENT ARE CONDITIONAL AND PRELIMINARY AND MAY BE WITHDRAWN BY THE COURT.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**IF YOU FEEL YOU HAVE NEED FOR SPECIAL TESTING AND INTERVIEW ARRANGEMENTS DUE TO A DISABILITY, CALL THE HUMAN RESOURCES DIVISION OFFICE AT (559) 582-1010, EXT. 6020.**

**AUTHORIZATION TO RELEASE PERSONNEL INFORMATION**

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize my former and/or current employers listed below, by and through their agents and representatives, to release to the Superior Court of California, County of Kings any and all records and other information maintained in its custody and control and which regard any and all aspects of my employment relationship and history with them. I also understand the nature of the position I have applied for and I agree to authorize the Court Executive Office to perform a criminal and traffic records check on me. I understand and acknowledge that this authorization will permit positive as well as negative information to be released to the person/entity described above and the release of negative information may adversely impact my being hired by the same. Therefore, I release the employers listed below and The Superior Court of California, County of Kings and their agents, representatives and attorneys from any and all liability for any detriment suffered by me as a result of release of the above records and other information. A copy or facsimile is in full force and binding as the original.

	Current	Previous
Employer: _____		
Address: _____	<input type="checkbox"/>	<input type="checkbox"/>
Phone#: _____		
Supervisor: _____		
Dates of employment: _____		
 Employer: _____		
Address: _____	<input type="checkbox"/>	<input type="checkbox"/>
Phone#: _____		
Supervisor: _____		
Dates of employment: _____		
 Employer: _____		
Address: _____	<input type="checkbox"/>	<input type="checkbox"/>
Phone#: _____		
Supervisor: _____		
Dates of employment: _____		
 Employer: _____		
Address: _____	<input type="checkbox"/>	<input type="checkbox"/>
Phone#: _____		
Supervisor: _____		
Dates of employment: _____		

*By checking this box, I DO NOT authorize the Superior Court of California, County of Kings to contact my current employer(s) regarding my employment record.*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE

## VOLUNTARY SUPPLEMENTAL QUESTIONNAIRE

Please complete this form for statistical purposes. It will be detached from your application and the information will not be used to make any employment decision which affects you.

Position applied for: \_\_\_\_\_

Date: \_\_\_\_\_

Sex:  Female  Male

Age Group:  Under 40  40 or over

Veteran:

### Ethnic Origin (Please check one)

All of the following is optional:

- |   |  |
|---|--|
| <input type="checkbox"/> White (Includes Indo-European, Pakistani, East Indian)                       | <input type="checkbox"/> American Indian or Alaskan Native (Includes persons who identify themselves or are known as such by virtue of tribal association) |
| <input type="checkbox"/> Black (Includes African, Jamaican, Trinidadian, and West Indian)             | <input type="checkbox"/> Filipino  |
| <input type="checkbox"/> Hispanic (Includes Mexican, Puerto Rican, Cuban, Latin American or Spanish)  | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Asian or Pacific Islander (Includes Japanese, Chinese, Korean or Vietnamese) |  |

### Advertising Effectiveness Survey

How did you hear about this position? (Check all boxes that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Job bulletin posted at _____   | <input type="checkbox"/> From agency/department engaged in this work |
| <input type="checkbox"/> Court employee/friend          | <input type="checkbox"/> Superior Court job recording                |
| <input type="checkbox"/> Visit to Court Human Resources | <input type="checkbox"/> Newspaper/Magazine: Which? _____            |
| <input type="checkbox"/> Telephone call to the Court    | <input type="checkbox"/> Other: Specify _____                        |
| <input type="checkbox"/> Internet                       |  |