



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

Human Resources
627 W. 21st St.
Merced, CA 95340

EMPLOYMENT APPLICATION

**FOR HUMAN
RESOURCES USE ONLY**

Date Rec: _____

MO's

- Education
Experience
License/Cert

QUALIFIED

- Yes No

Initials: _____

Date: _____

INSTRUCTIONS TO APPLICANT

This application is part of the examination process: type or print clearly with blue or black ink. For applications to be considered by the Court, all required materials must be attached with every section complete. Incomplete, illegible, or applications submitted with a resume in lieu of completing all sections are subject to disqualification. For sections requiring additional space, use the same format by printing the information on an unlined piece of white paper. Notify Human Resources immediately of any changes to contact information.

1. Job Title and Announcement Number:		2. SSN (Optional):	
3. Last Name:	First Name:	MI:	
4. Mailing Address:	City:	State:	Zip Code:
5. Cell Phone Number:	Home Phone Number and/or Email Address:		
6. Indicate the types of appointment you are willing to accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary			
7. Do you have a valid California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No License #: _____ Expiration: _____			
8. Are you related (by blood, marriage or adoption) to anyone working at Merced Superior Court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following: Name: _____ Relationship: _____			
9. I prefer consideration for positions in: Los Banos <input type="checkbox"/> Merced <input type="checkbox"/>			
10. EDUCATION: High School Attended:		City/State:	
Highest Level of Education Completed: <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> AA <input type="checkbox"/> BA/BS <input type="checkbox"/> MA/MS <input type="checkbox"/> Ph.D./JD./LL.B			
College/University/Business School	Major	Number of Units Completed	Degrees
11. OFFICE SKILLS: What office equipment and software can you operate?			
<input type="checkbox"/> Word Processing <input type="checkbox"/> Data Entry Equipment <input type="checkbox"/> Transcribing Equipment CSR Speed ____	List Software and Proficiency:		
12. Do you speak, write or understand any language other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, which language(s): _____			
13. CERTIFICATIONS: If this job requires a specific license or certificate, please complete:			
Certificate of Training/Professional Registration	License No./Registration No.	Date Issued	Date Expires
Superior Court of California, County of Merced 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. All persons are encouraged to apply for positions with the Merced Superior Court. For assistance, please contact the Human Resources Office at (209) 725-4103 well in advance of the exam/interview.			

14. **EXPERIENCE:** Beginning with your most recent occupation, list all experience gained in the last ten (10) years, including periods of self-employment and military service. Give full details of the experience that you believe meets the requirements of the position being applied for.

Employer (Business or Agency Name):	Dates of Employment: mm/dd/yy From: ___/___/___ To: ___/___/___	Hours Per Week:
Address: _____ City: _____ State: _____	Supervisor's Name:	Phone Number:
Your Job Title:	Was this a supervisory position? <input type="checkbox"/> Y <input type="checkbox"/> N If Yes, how many employees did you supervise?	Reason for Leaving:

Type of Work Performed (Be Specific):

Employer (Business or Agency Name):	Dates of Employment: mm/dd/yy From: ___/___/___ To: ___/___/___	Hours Per Week:
Address: _____ City: _____ State: _____	Supervisor's Name:	Phone Number:
Your Job Title:	Was this a supervisory position? <input type="checkbox"/> Y <input type="checkbox"/> N If Yes, how many employees did you supervise?	Reason for Leaving:

Type of Work Performed (Be Specific):

Employer (Business or Agency Name):	Dates of Employment: mm/dd/yy From: ___/___/___ To: ___/___/___	Hours Per Week:
Address: _____ City: _____ State: _____	Supervisor's Name:	Phone Number:
Your Job Title:	Was this a supervisory position? <input type="checkbox"/> Y <input type="checkbox"/> N If Yes, how many employees did you supervise?	Reason for Leaving:

Type of Work Performed (Be Specific):

Employer (Business or Agency Name):	Dates of Employment: mm/dd/yy From: ___/___/___ To: ___/___/___	Hours Per Week:
Address: _____ City: _____ State: _____	Supervisor's Name:	Phone Number:
Your Job Title:	Was this a supervisory position? <input type="checkbox"/> Y <input type="checkbox"/> N If Yes, how many employees did you supervise?	Reason for Leaving:

Type of Work Performed (Be Specific):

READ THIS STATEMENT BEFORE SIGNING: My signature certifies that all information on this application, and any attachment, is complete and true. 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 the employers, schools, references or other persons listed above, or on any of the attached documents, to give the Superior Court of California, County of Merced, any pertinent information concerning my previous employment, education, personal or otherwise. I release all parties from liability from any damage that may result from furnishing this information to the Court. 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 an oral interview(s). I understand and agree that employment with the Court is contingent upon successful completion of a background and reference check. This includes fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) and the submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Act of 1986 through E-Verify. I further understand and agree to a driving record check through the Department of Motor Vehicles. I understand and agree that employment with the Court does not occur until the appointing authority and the Human Resources Division complete the form 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: _____
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**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED
APPLICANT QUESTIONNAIRE**

HUMAN RESOURCES
TELEPHONE: (209) 725-4103
FAX: (209) 725-4104

The Superior Court of California, County of Merced is required by Federal and State Agencies to prepare statistical reports. The following information is solicited on a voluntary basis and will NOT be used to make any decision about your eligibility, selection, or employment. The information obtained will be detached from the application and kept confidential and available to authorized personnel only for research and statistical purposes in accordance with the provisions of applicable laws. When reported, data will not identify any specific individual.

Job Title or Announcement Number:	
Social Security Number (Optional):	

GENDER:	Female <input type="checkbox"/>	Male <input type="checkbox"/>
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ETHNIC ORIGIN: We understand that it may be difficult to choose a single ethnic identity if you have a multicultural heritage. Nevertheless, to comply with legal guidelines, it is necessary that you choose only one.			
<input type="checkbox"/>	WHITE: Includes all persons having origins in any of the original peoples of Europe, North Africa, and the Middle East.	<input type="checkbox"/>	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: Includes all persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/>	BLACK OR AFRICAN AMERICAN (not of Hispanic origin): Includes all person having origin in any of the black racial groups of Africa.	<input type="checkbox"/>	AMERICAN INDIAN OR ALASKAN NATIVE: Includes all persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
<input type="checkbox"/>	HISPANIC: Includes all persons Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.	<input type="checkbox"/>	ASIAN: Includes all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent.
		<input type="checkbox"/>	TWO OR MORE RACES: Includes all persons who identify with more than one of the above six races.

HOW DID YOU FIND OUT ABOUT THIS JOB?

Newspaper	Merced Superior Court	Other
<input type="checkbox"/> Merced Sun Star	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Cal Jobs
<input type="checkbox"/> Modesto Bee	<input type="checkbox"/> Superior Court Employee	<input type="checkbox"/> Governmentjobs.com
<input type="checkbox"/> Fresno Bee	<input type="checkbox"/> Employee Bulletin Board	<input type="checkbox"/> EDD Office
<input type="checkbox"/> Atwater Signal	<input type="checkbox"/> Court Website	<input type="checkbox"/> Job Fair
<input type="checkbox"/> Los Banos Enterprise		<input type="checkbox"/> Other:
<input type="checkbox"/> Madera Tribune		
<input type="checkbox"/> Turlock Journal		
<input type="checkbox"/> Chowchilla News		
<input type="checkbox"/> Livingston Chronicle		
<input type="checkbox"/> Other:		