

***SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN JOAQUIN  
EMPLOYMENT APPLICATION***

***ABOUT THE COURT***

*The California Constitution provides for a system of courts. The Superior Court serves all of the citizens of San Joaquin County as the general trial court. The Superior Court has jurisdiction over all felonies, misdemeanors, civil cases of all amounts, small claims, traffic, cases involving title and possession of real property, dissolution of marriage and child custody, probate, conservatorship, mental health, and juvenile proceedings. These proceedings are conducted at the Stockton Courthouse, Juvenile Justice Center in French Camp, and branch courts in Lodi, Manteca, and Tracy.*



**Human Resources Department  
222 East Weber Avenue, Tqo '363  
Stockton, California 95202**

An Equal Opportunity Employer

Providing equal employment opportunity to all, regardless of sex, race, marital status, religion, ancestry, disability, age, sexual orientation, color creed, national origin, political affiliation or other non-merit related reason.



# THE SUPERIOR COURT OF SAN JOAQUIN COUNTY EMPLOYMENT APPLICATION EQUAL OPPORTUNITY EMPLOYER

Return To:  
Human Resources Department  
222 E. Weber Avenue, Room 141  
Stockton, CA 95202  
Phone: (209) 992-5218  
Mailing Address:  
PO Box 201022  
Stockton, CA 95201  
www.sjcourts.org

Please type or print neatly in ink  
Position applied for \_\_\_\_\_

Last Name	First Name	Initial	Home or Message Phone #
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Mailing Address (Street or P.O. Box)	City	State	Zip Code	Business Phone #
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List other names under which you have been employed	Social Security #
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Are you 18 yrs. of age or older?	Yes _____ No _____	Are you a U.S. citizen?	Yes _____ No _____	Federal law requires you to provide legal documentation permitting you to work at time of hire.
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- |  | Yes   | No    |
|--|-------|-------|
| A. Are you presently working for the Superior Court?<br>If yes, Part Time _____ Regular _____<br>Note position and department in next section.   | _____ | _____ |
| B. Have you worked for the Superior Court in the past?<br>If yes, note position(s), department(s), and separation date(s) in next section.   | _____ | _____ |
| C. Have you any relatives employed by the Superior Court?<br>If yes, list names, relationship, and department in next section.   | _____ | _____ |
| D. Were you ever discharged or forced to resign from a position?   | _____ | _____ |
| E. As an adult, have you ever been convicted of an offense other than a minor traffic violation?<br>If yes, please give date and nature of the offense below. (Convictions are evaluated for each position and are not necessarily disqualifying.) _____ | _____ | _____ |
| F. Have you ever been convicted of driving under the influence or other major driving violation?   | _____ | _____ |
| G. Can you, after employment, submit proof of your legal right to work in the United States?   | _____ | _____ |

The Superior Court may require you to be fingerprinted and criminal and traffic records may be searched. Applicants may be subject to drug testing.  
Use this space to explain any yes answers or for any other supplementary information. Attach additional sheets if necessary.

Certificates of professional or vocational competence, or licenses pertaining to position applied for. Attach additional sheets if necessary.	Bilingual Skills
Type _____ State of Issue _____ Date Issued _____ Date Expires _____	Language _____ Read _____ Speak _____ Write _____

Drivers License	Office machines and skills
State _____ License # _____ Class _____ Expiration Date _____	Typing Speed _____ net wpm 10 Key Speed _____ net strokes/pm Software _____

Indicate the type of work you would be willing to accept.

**REGULAR      PART TIME**

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Days \_\_\_\_\_ Evenings \_\_\_\_\_  
Weekends \_\_\_\_\_ Rotating \_\_\_\_\_

APPLICANTS INTERESTED IN PART TIME HELP WILL CONTINUE TO BE CONSIDERED FOR REGULAR PLACEMENT

\* **PERSONNEL DEPARTMENT ONLY**

\* Application Review: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\* Application # \_\_\_\_\_

\* Date \_\_\_\_\_

\* Date Stamp - Application Received

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

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Do you have a high school diploma or G.E.D. Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Name & location of college or university attended	Major Course-work	Dates Attended	Semester	Quarter	Degree
			Units	Units	Awarded

Business, Correspondence, Apprenticeship, Vocational, Trade or Service School, or Other Training Program	Courses Studied	Duration & Date Completed

EXPERIENCE: Begin with your latest position and list all employment during the last 10 years, including U.S. Military Service, self-employment and appropriate unpaid volunteer work. **THIS SECTION MUST BE COMPLETED EVEN IF YOU ARE SUBMITTING A RESUME.** It is not acceptable to just make reference to your resume or other attachments below. Additional sheets may be attached if needed. Incomplete applications will not be processed.

From _____ To _____ _____ Mo/Yr Mo/Yr Salary \$ _____ Per _____ Hours per week _____ If still employed, may we contact? Yes _____ No _____	Job Titles & Duties:   Number of People Supervised: _____	Employer  Address:  Supervisor:  Phone: Reason for leaving:
From _____ To _____ _____ Mo/Yr Mo/Yr Salary \$ _____ Per _____ Hours per week _____ May we contact? Yes _____ No _____	Job Titles & Duties:   Number of People Supervised: _____	Employer  Address:  Supervisor:  Phone: Reason for leaving:
From _____ To _____ _____ Mo/Yr Mo/Yr Salary \$ _____ Per _____ Hours per week _____ May we contact? Yes _____ No _____	Job Titles & Duties:   Number of People Supervised: _____	Employer  Address:  Supervisor:  Phone: Reason for leaving:
From _____ To _____ _____ Mo/Yr Mo/Yr Salary \$ _____ Per _____ Hours per week _____ May we contact? Yes _____ No _____	Job Titles & Duties:   Number of People Supervised: _____	Employer  Address:  Supervisor:  Phone: Reason for leaving:

**Applicant's Release of Employment Information**

I declare under penalty of perjury that the statements made by me in this application are true, complete and correct to the best of my knowledge. I understand that any misrepresentatives, fraud, or omission of material facts may be grounds to deny employment or for disciplinary action including dismissal after employment.

I hereby authorize designated representatives of my current and former employers to respond to verbal or written inquiries and to release information about my employment with their respective organizations. I do hereby agree to release, save, defend, and hold harmless my current and former employers and/or their officers, employers, and agents from any claims arising from the release of such employment information.

Print Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

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

## THE SUPERIOR COURT APPLICANT CHARACTERISTICS QUESTIONNAIRE

All applicants are asked to voluntarily provide the following information. This section will be detached from your application prior to review and will be kept separately. All information provided is strictly confidential. The information you give, will assist The Superior Court in analyzing its recruitment program and in accurately compiling required statistical data for federal and state agencies. None of the information will be used to discriminate against or give preference to any individual.

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

POSITION APPLIED FOR: \_\_\_\_\_

SEX: Male \_\_\_\_\_ Female \_\_\_\_\_

ETHNIC ORIGIN:

\_\_\_\_\_ White-Caucasian, Anglo-Saxon

\_\_\_\_\_ Black-African Descent, Jamaican, Trinidadian, West Indian

\_\_\_\_\_ Hispanic-Mexican, Chicano, Latin American, Spanish-Descent Cuban, Puerto Rican

\_\_\_\_\_ Asian or Pacific Islander-Chinese, Japanese, Korean, Filipino

\_\_\_\_\_ American Indian or Alaskan Native

HOW DID YOU HEAR ABOUT THIS JOB? (ANSWER ALL THAT APPLY):

Newspaper or magazine ad (name of publication) \_\_\_\_\_

A job announcement post (specify location) \_\_\_\_\_

An Internet posting (specify site) \_\_\_\_\_

Other (please indicate) \_\_\_\_\_

Thank you very much.