



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF TUOLUMNE**

Human Resources  
41 W. Yaney Avenue  
Sonora, CA 95370

**APPLICATION FOR EMPLOYMENT**

**Please complete all sections, regardless of whether you attach a resume. Please type or print.**

<b>Name:</b> <div style="text-align: center; margin-top: 10px;"> <span style="margin-right: 40px;"><i>Last</i></span> <span style="margin-right: 40px;"><i>First</i></span> <span><i>Middle</i></span> </div>	<b>I am applying for the position of:</b>			
<b>Mailing Address:</b> <div style="text-align: center; margin-top: 10px;"> <i>Number and street</i> </div> <div style="text-align: center; margin-top: 10px;"> <span style="margin-right: 40px;"><i>City</i></span> <span style="margin-right: 40px;"><i>State</i></span> <span><i>Zip Code</i></span> </div>	<b>For All Applicants:</b> I have current computer skills and experience on the following types of hardware:  and am proficient in the following software programs:			
<b>Phone:</b> <div style="text-align: center; margin-top: 10px;"> <span style="margin-right: 40px;"><i>Daytime phone</i></span> <span><i>Evening phone</i></span> </div> <b>Email:</b>				
<b>List any former names under which you have worked and/or attended school:</b>				
<b>Education:</b> Highest level completed:    High School Diploma    G.E.D.    AA/AS    BA/BS    MA/MS    Ph.D./J.D.				
<b>Name and location of college or university, business, correspondence, or trade school</b>	<b>Course of study</b>	<b>Type of degree or certificate received (If none, enter "None")</b>	<b>Number of units completed:</b> <span style="margin-right: 20px;"><b>Semester Units</b></span> <span><b>Quarter Units</b></span>	
Currently valid certificates of professional or vocational competence, licenses and expiration dates, memberships in professional associations ( <i>you may exclude those that indicate race, creed, sex, marital status, age, color, national origin, physical handicap, or any other protected class</i> ):				
For attorney applicants only, enter date of Bar admission and Bar number:				
Were you ever released during probation; have you resigned under threat of discharge; or have you been discharged from any employment?  Yes*    No <b>* If Yes, please provide details:</b>	It is the policy of the Court to hire only United States citizens and aliens authorized to work in the United States. Documentation of eligibility to work in the United States will be required as a condition of employment. Please sign and return your completed application and resume via email, fax, or mail to: Superior Court of California, County of Tuolumne Attention: HR Dept. 41 W. Yaney Avenue, Sonora, CA 95370 <a href="mailto:pam@tuolumne.courts.ca.gov">mailto:pam@tuolumne.courts.ca.gov</a> Fax: (209) 533-6607			

**Work Experience:**

**Please complete all sections, regardless of whether you attach a resume:**

Begin with your most recent work experience. List all work experience in the last 10 years, including U.S. military service. Give details on the work experience that you believe meets the minimum qualifications for this position. If necessary, go back more than 10 years to demonstrate your qualifications. Also, list any volunteer experience that you believe helps you meet the minimum qualifications of the position for which you are applying.

<b>Name and Address of Employer and Period of Employment</b>	<b>Job Title and Most Important Duties Performed</b>	
Employer's Name/Address:  Phone: Supervisor's Name:  Phone: From (Mo/Year): To (Mo/Year):	Job Title:  Duties:	No. of Employees Supervised:  Reason for leaving:
Employer's Name/Address:  Phone: Supervisor's Name:  Phone: From (Mo/Year): To (Mo/Year):	Job Title:  Duties:	No. of Employees Supervised:  Reason for leaving:
Employer's Name/Address:  Phone: Supervisor's Name:  Phone: From (Mo/Year): To (Mo/Year):	Job Title:  Duties:	No. of Employees Supervised:  Reason for leaving:
Employer's Name/Address:  Phone: Supervisor's Name:  Phone: From (Mo/Year): To (Mo/Year):	Job Title:  Duties:	No. of Employees Supervised:  Reason for leaving:

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Employer's Name/Address:  Phone: Supervisor's Name:  Phone: From (Mo/Year): To (Mo/Year):	Job Title:  Duties:	No. of Employees Supervised:  Reason for leaving:
<p><b>Criminal Convictions:</b> Employment with the Superior Court of California, County of Tuolumne is contingent upon passing a background security clearance, including a fingerprint check. Conviction of a crime is not necessarily a bar to employment; each case is considered separately based on job requirements. In answering the following questions, do <u>not</u> include minor traffic violations, any offense committed prior to your 18th birthday which was finally adjudicated in a Juvenile Court or under a Youth Offender law, or any incident sealed under Welfare &amp; Institutions Code section 781 or Penal Code section 1203.45:</p> <p><b>Have you been convicted by a court of an offense:</b>                    <b>Yes*</b>                    <b>No</b>                    <b>* If Yes, please provide the following information regarding your conviction(s):</b></p> Offense: Date: County and State: Case Disposition:		
<p><b>Certification by Applicant - Read carefully before signing:</b> By my signature below, I certify that all statements made in this application are true and accurate to the best of my knowledge. I agree and understand that any misstatements made in this application and any attachments, or omission of material fact, may result in termination of my potential or actual employment with the Superior Court of California, County of Tuolumne. I also understand that if I do not have the minimum qualifications for this position, I will be removed from the position if and when this fact is determined. Unless otherwise noted, I authorize the investigation of all statements given in this application, including contacting my current and previous employers.</p> Signature: _____ Date: _____ Title of Position Applied for: _____		