



Superior Court of California, County of Amador
500 Argonaut Lane, Jackson, CA 95642

EMPLOYMENT APPLICATION

PLEASE NOTE:

- A separate application is required for each position.
 - Type or print in ink.
 - Complete all items on both sides of the application.
 - Incomplete or illegible applications will not be considered.
- It is your responsibility to keep the Amador Superior Court informed of any change of address or telephone number.**

I. GENERAL INFORMATION			
POSITION APPLYING FOR:			DATE:
LAST NAME:	FIRST NAME:		MI:
ADDRESS:			
CITY:	STATE:	ZIP:	PHONE NO:

II. MISCELLANEOUS INFORMATION			
READ FULLY. ANSWER BY CHECKING YES OR NO.		YES	NO
1.	Do you have the legal right to work in the United States? (<i>Court hires only U.S. citizens and aliens authorized to work in the United States. All new employees will be required to complete an I-9 form and provide documentation establishing identity and employment eligibility within three (3) days of hire.</i>)		
2.	Have you ever been discharged, rejected during probation, or resigned under pressure or unfavorable circumstances from any job or employment within the past ten years? If yes, explain in section 8.		
3.	Are you able to perform the essential functions of the job for which you are applying based on the job announcement with or without reasonable accommodations? (Note the Court will make efforts to provide reasonable accommodations to disabled candidates in the examination process. If you have any special needs, please notify the Court by the filing date.)		
4.	Have you ever applied for this position before with Amador Superior Court? If yes, list when in section 8.		
5.	Have you ever been employed by the Amador Superior Court or any other Court? If yes, list Court and position in section 8.		
6.	Do you have relatives employed by the Amador Superior Court? If so, list names and relationship in section 8.		
7.	Please check the type of employment you are willing to accept: Full Time ☐ Part Time ☐		
8.	Use this space to clarify any of the above.		

III. EDUCATIONAL HISTORY	
	UNITS/DEGREE
High School:	UNITS: (QTR/SEM) DEGREE:
College:	UNITS: (QTR/SEM) DEGREE:
College:	UNITS: (QTR/SEM) DEGREE:

IV. EMPLOYMENT HISTORY					
Give complete information for jobs held during the past ten years. Attach additional sheets if more space is needed. Show your present or most recent job first. Verifiable voluntary experience may be considered if job related. <i>Resumes will not be accepted in lieu of completing this section, but may be attached.</i> Inquiries may be made of your former employers.					
May we contact your present employer? Yes ☐ No ☐					
EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES		TITLE	SUPERVISOR NAME & PHONE	HOURS
	FROM	TO			
					☐ FT ☐ PT HRS/WK:
DUTIES:					
REASON FOR LEAVING:					
EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES		TITLE	SUPERVISOR NAME & PHONE	HOURS
	FROM	TO			
					☐ FT ☐ PT HRS/WK:

DUTIES:

REASON FOR LEAVING:

EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES		TITLE	SUPERVISOR NAME & PHONE	HOURS
					☐ FT ☐ PT HRS/WK:

DUTIES:

REASON FOR LEAVING:

EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES		TITLE	SUPERVISOR NAME & PHONE	HOURS
	FROM	TO			
					☐ FT ☐ PT HRS/WK:

DUTIES:

REASON FOR LEAVING:

IMPORTANT NOTICE TO APPLICANTS:

***GO BACK AND REVIEW THIS APPLICATION. MAKE SURE ALL QUESTIONS ARE ANSWERED.
ONLY COMPLETED APPLICATIONS CAN BE CONSIDERED.***

CERTIFICATION: I hereby certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statement may result in my disqualification from the examination process or dismissal from employment with Amador Superior Court if I am employed.

I authorize Amador Superior Court to investigate my references, work record, education or any other matters relating to my suitability for employment. I authorize my former or current employers and educational institutional to release any information they may have concerning my employment or education, to Amador Superior Court. I specifically authorize the Amador Superior Court to use my Driver's License information (if required as part of this application) to conduct a driving record check with the Department of Motor Vehicles. I further give the Amador Superior Court the right to secure additional information from any source as necessary including, but not limited to, a criminal history record check. I release any and all sources of information from any liability for providing this information. I understand that if I am employed, I will be required to abide by all rules, regulations, and policies of the Amador Superior Court. I declare, under penalty of perjury, that all information is correct.

Signature of Applicant

Date

For Court Use only

APPLICANT NAME: _____

- ☐ Accepted
- ☐ Rejected – Late
- ☐ Rejected – Experience
- ☐ Rejected – Education
- ☐ Rejected – Other

Date: _____

Interview Set: _____

Comments: _____
