



Superior Court of California County of Napa EMPLOYMENT APPLICATION

1. Complete all sections of the application
2. Print or Type
3. Additional information may be attached
4. If you require an accommodation to participate in the recruitment process, please contact Court Human Resources at 707-299-1242

Return To:
Human Resources
Napa Superior Court
825 Brown Street
Napa, CA 94559

Position Applying For: _____ Date: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Home Phone: _____ Other Phone: _____

Email Address: _____

May we contact you at the Home Phone number listed? Yes No

May we contact you at the Other Phone number listed? Yes No

If hired, can you furnish proof that you are over 18 years of age? Yes No

1. If hired, can you submit verification of your legal right to work in the United States? Yes No

2. Are you applying for: Regular Full-Time Regular Part-Time Temporary

1. Do you have any pending Civil, Criminal/Misdemeanor or Traffic cases in a Superior Court in the State of California?
Yes No

2. As an adult, have you ever been convicted of a felony or misdemeanor offense? Yes No

Please note that conviction is not an automatic bar to employment. Each case is considered individually. Failure to disclose any convictions or providing false or misleading statements of material facts will automatically remove applicant from the selection process. If yes, complete details below:

Offenses	Places/Court Jurisdiction	Dates	Penalties

Were you ever discharged, released during probation, or have you resigned under pressure or unfavorable circumstances from any employment? Explain below. Yes No

Have you ever been employed by the Superior Court of California County of Napa? Yes No

Please use this space or an "attachment" for details about any "Yes" answers given above:

Education and Training

High School Graduate Yes No
 Passed High School Equivalency Test or GED Yes No

Name and location of college/university/ other schools	Study or Major	Type of Degree Earned/ Number of Hours

Valid certificates of professional or vocational competence, licenses and/or memberships in professional associations. Include effective and expiration dates. _____

In addition to English, I can fluently: Speak Read Write _____
Language

Experience

*Beginning with your most recent experience, list all experience gained in the last ten (10) years that you feel qualifies you for the position. Include any military services, volunteer and self-employment experience. Provide details of the duties relevant to the position for which you are applying. Please explain any gaps in employment history. **Resumes are welcome, but will not be accepted in lieu of completing this section of the application.***

Employer: _____ Address: _____
 Telephone: _____ Position: _____
 Dates of Employment: _____ To _____
 Salary: _____ Supervisor: _____ Department: _____
 Reason for Leaving: _____
 Duties: _____

Employer: _____ Address: _____
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 Dates of Employment: _____ To _____
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 Duties: _____

Experience Continued

Employer: _____ Address: _____

Telephone: _____ Position: _____

Dates of Employment: _____ To _____

Salary: _____ Supervisor: _____ Department: _____

Reason for Leaving: _____

Duties: _____

Employer: _____ Address: _____

Telephone: _____ Position: _____

Dates of Employment: _____ To _____

Salary: _____ Supervisor: _____ Department: _____

Reason for Leaving: _____

Duties: _____

Employer: _____ Address: _____

Telephone: _____ Position: _____

Dates of Employment: _____ To _____

Salary: _____ Supervisor: _____ Department: _____

Reason for Leaving: _____

Duties: _____

Applicant Statement and Agreement

I hereby state that all the information that I have provided on this application, in my responses to the supplemental questionnaire, and in any job interview, is true, complete and correct. I have withheld nothing that would, if disclosed, affect this application packet unfavorably. I understand that if I am employed and any information provided by me is later found to be false or incomplete in any respect, I may be dismissed.

I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that Superior Court of California County of Napa may investigate my background and employment history. I further understand that Superior Court of California County of Napa may contact my previous employers and I authorize those employers to disclose to Superior Court of California County of Napa all records and information pertinent to my employment with them.

I understand that if selected for hire, I will be required to complete a 1 year probationary period and upon successful completion of the probationary period, I will be a regular full time employee with Superior Court of California, County of Napa.

If you have any questions regarding this Statement and Agreement, please ask the Human Resources Department before signing.

I hereby acknowledge that I have read the above Statement and Agreement and understand the same.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT AND AGREEMENT

Signature of Applicant _____ **Date** _____

Human Resources Use Only

Application Received:	Notice of Receipt	Date:	_____
	Not Qualified Notice	Date:	_____
	Qualified Notice	Date:	_____
	Testing Letter(s)	Date:	_____
	Oral Exam Conducted	Date:	_____
	Interview Conducted	Date:	_____
	Employment Offer On	Date:	_____
	Employment Offer Accepted on	Date:	_____

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Recruitment Questionnaire

Please tell us how you found this job opportunity.

Word of Mouth

- Court Employee
 Relative or Friend
 Other (Specify): _____

Advertisement

- Newspaper
 Napa Valley Register Sacramento Bee Press Democrat Daily Republic Other: _____
 Radio
 Station Name: _____
 Employment Website
 Monster.com careerbuilder.com indeed.com Yahoo Jobs Other: _____
 Trade or Professional Journal
 Trade or Journal Name: _____

Bulletin Board

- Court Human Resources
 College/University Job Board
 Napa Valley College Solano Community College Sonoma State University Santa Rosa Junior College
 Empire College Other: _____
 Napa County Department
 State Employment (EDD)
 Court Website
 Other (specify): _____

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

We ask for racial or ethnic group and sex in order to evaluate the effectiveness of our recruitment efforts. This information is **VOLUNTARY**. If you object to filling this form out, there is not a requirement to do so. The data collected is confidential and will be used for recruitment statistics only. This sheet will be removed from the Court Employment Application before the application is reviewed.

Please check the ethnic group you most closely identify with:

- Caucasian Hispanic Asian/Pacific Islander
 Black Native American/Alaskan Native Other: _____

Please check one: Male Female

Title of the position applying for:	
Name:	
Date:	