

# SUPERIOR COURT OF CALIFORNIA COUNTY OF SANTA CRUZ



## EMPLOYMENT APPLICATION

### PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING

1. Answer all questions. Print in ink or type. Incomplete applications may be disqualified.
2. A separate application must be submitted for each job classification and recruitment.
3. Please attach your resume to this application.
4. Falsification or deceptive omission of requested information may cause application rejection.
5. For job information please call Human Resources at (831) 420-2275.

Return Completed Application To: Superior Court of California, County of Santa Cruz  
Human Resources  
701 Ocean St., Room 110  
Santa Cruz, CA 95060  
[hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org)



# Superior Court of California County of Santa Cruz Employment Application

Answer all questions. Print in ink or type. Incomplete applications may be disqualified.

Position \_\_\_\_\_ Last Four of Social Security Number \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_  
(Street address) (City) (State) (Zip Code)

Home Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Email \_\_\_\_\_ Driver's License \_\_\_\_\_  
(Number, State, Expiration)

• Are you currently employed by the Superior Court as a permanent or probationary employee?  Yes  No

• Do you have any friends, relatives, or acquaintances working for the Superior Court of Santa Cruz?  Yes  No

*If yes, state name and relationship:* \_\_\_\_\_

• Have you ever been fired or forced to resign from previous employment?  Yes  No

*If YES, you must attach an explanation on a separate piece of paper and include employers' names and dates.*

• If hired, would you have transportation to/from work?  Yes  No

• Are you able to perform the essential functions of the job for which you are applying either with/without reasonable accommodation?  Yes  No

*If no, describe the functions that cannot be performed:*

• Are you fluent in any language in addition to English? If yes, please indicate your skills. You may be tested on those indicated.

Language(s): \_\_\_\_\_

Understand  Speak  Write  Read

## LICENSE AND CERTIFICATE (Check job bulletin for position requirements)

Title Number Issued by Exp. Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

High School Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

High School Diploma       G.E.D. Certificate       High School Proficiency

Highest Grade Completed \_\_\_\_\_

College/University/Business  
School Attended (Name)

Titles of Courses/Major

Degree/Date


**EMPLOYMENT HISTORY**

1. List your most recent employment first.
2. List all experience, paid or voluntary, related to the position.
3. Use different blocks for different positions with the same employer.
4. Additional sheets may be attached as needed.

**RESUMES WILL NOT BE ACCEPTED IN PLACE OF A COMPLETED APPLICATION**

May we contact your present employer?       Yes       No

<p style="text-align: center;"><b><u>Dates Employed</u></b></p> <p>Start: _____</p> <p>End: _____</p> <p>Total Months: _____</p> <p>Hours Per Week: _____</p> <p>Reason for leaving: _____</p> <p>Supervisor Name: _____</p> <p>Title &amp; Contact Info: _____</p>	<p>Name of Employer: _____</p> <p>Address: _____</p> <p>Job Title: _____</p> <p>Duties: _____</p>
<p style="text-align: center;"><b><u>Dates Employed</u></b></p> <p>Start: _____</p> <p>End: _____</p> <p>Total Months: _____</p> <p>Hours Per Week: _____</p> <p>Reason for leaving: _____</p> <p>Supervisor Name: _____</p> <p>Title &amp; Contact Info: _____</p>	<p>Name of Employer: _____</p> <p>Address: _____</p> <p>Job Title: _____</p> <p>Duties: _____</p>

<p style="text-align: center;"><b><u>Dates Employed</u></b></p> <p>Start: _____</p> <p>End: _____</p> <p>Total Months: _____</p> <p>Hours Per Week: _____</p> <p>Reason for leaving: _____</p> <p>Supervisor Name: _____</p> <p>Title &amp; Contact Info: _____</p>	<p>Name of Employer: _____</p> <p>Address: _____</p> <p>Job Title: _____</p> <p>Duties: _____</p>
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## APPLICANT STATEMENT AND AGREEMENT

I hereby state that all the information that I have provided on this application, my resume, and in my responses to the supplemental questionnaire, is true, complete, and correct. I have withheld nothing that would, if disclosed, affect this application packet unfavorably. I understand that if any information provided by me is later found to be false or incomplete in any respect, I may be disqualified or 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 I will be subject to a background and reference check, including fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). I specifically authorize the 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 Superior Court the right to secure additional information from any source as necessary.

I further understand that Superior Court of California, County of Santa Cruz may contact my previous employers, schools, etc. and I authorize those agencies to disclose to Superior Court of California, County of Santa Cruz all records and information pertinent to the information I have disclosed with in this application.

Superior Court of California, County of Santa Cruz, is an Equal Opportunity Employer.

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**

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Signature

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Printed Name

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Date

# VOLUNTARY APPLICANT QUESTIONNAIRE

Your voluntary answers to this section will provide statistics needed to evaluate our recruitment program as well as prepare statistical reports required by Federal, State, and County agencies. Data collected is confidential and will be used for recruitment statistics only. This information will be detached from your application and will not be used to discriminate against or give preference to any individual in any personnel transaction.

Position Applied For: \_\_\_\_\_

A. Gender:  Male  Female  Non-Binary

B. Date of Birth: \_\_\_\_\_

C. Ethnic Origin:

- White (non-Hispanic or Latino)
- Black (non-Hispanic or Latino)
- Hispanic or Latino
- Asian (non-Hispanic or Latino)
- American Indian or Alaskan Native (non-Hispanic or Latino)
- Native Hawaiian or Pacific Islander (non-Hispanic or Latino)
- Other
- I do not wish to disclose

D. Do you have a disability?  Yes  No

- Hearing
- Speech
- Vision Impairment
- Mobility
- Mental
- Learning
- Other

Note to applicants with disabilities: If you require testing accommodations, please contact the Human Resources Office at the time of application (831) 420-2275 or by email at [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org). Reasonable effort will be made to accommodate you.