

What is the preferred method of transmission?

Online <http://www.courtinfo.ca.gov/careers/> Please refer to the Job Requisition # in the subject line.

Just to be sure, can I send my application materials via email and fax, too?

Please do **not** email and fax and mail your materials – just send via one method; we cannot accept hand-delivered applications.

I want to personalize my application – what is the name of the person screening?

There is no one person coordinating the screening of the applications.

I am applying for two positions – can I just state this on top of the application so I don't have to do this twice?

If you are applying for more than one position, please fill out and submit separate applications, the supplemental questions differ.

I see there is an opening for a position I applied for last year – can you just use my previous application materials for this opening?

No. You will need to submit a new application and answers to the supplemental questions.

I have a lot of good material I would like to submit with my application – is this OK?

The application and the supplemental questions are **mandatory**; a cover letter and resume is optional; please do not attach/enclose certificates, transcripts, writing samples, references, etc.

How do I know if you received my materials?

When you are done completing your application and hit submit, you will receive an immediate, automatic confirmation.

Who can I contact regarding the receipt or status of my application materials?

Based upon the volume of applications receive, we cannot reply to each submission. If you are selected for an interview, we will contact you; if you are not selected for an interview, we will send you a postcard when we close the position recruitment.

I missed the “earliest consideration” date – may I still apply?

If the position is still posted, you can still apply.

It has been a long time since I submitted my materials – what's up?

Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. Due to the volume of applications we receive, we request applicants do not contact HCRC regarding hiring. At the conclusion of the search, we will send postcards to all applicants