Judicial Council of California

Application for Employment

▶Please complete all sections regardless of whether or not you attach a resume. Please print or type.

Name _____
Last *First* *Middle*

Address _____
Number and street

_____
City *State* *Zip*

Phone ( ) _____ ( ) _____

List any former names under which you have worked or attended school:

_____

I am applying for the position of:

_____

I have word processing and/or computer experience on _____

_____ and have used _____
Hardware

_____
Software

_____

For clerical applicants only: I certify that I can type at a speed of _____ wpm.

Education Name and location of college or university, business, correspondence, trade or service school	Course of study	Type of degree or certificate received (If none, enter "None.")	If no degree received, enter number of units completed	
			Semester units	Quarter units

Currently valid certificates of professional or vocational competence, licenses and expiration dates, memberships in professional associations (You may exclude those that indicate race, creed, sex, marital status, age, color, national origin, or physical handicap):

For attorney applicants only: Enter date of bar admission _____

	Yes	No
High school graduate	☐	☐
GED	☐	☐

Were you ever discharged or rejected during probation, or have you resigned under threat of discharge or unfavorable circumstances from any employment? You may omit any incident over 10 years ago. ☐ Yes* ☐ No

If your answer is yes, give details: _____

_____

_____

_____

_____

_____

It is the policy of the judicial branch 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 complete both pages of the application
AND the supplemental questions.
You can email to JobApplications@hcrc.ca.gov
or Fax Attention: Hiring 415-348-3873 or send via USPS to:

HIRING - HCRC
303 Second Street, Suite 400 South
San Francisco, CA 94107

We cannot accept hand-delivered applications - please mail, fax or mail only. Thank you.

Experience

▶ Please complete all sections regardless of whether or not you attach a resume. Begin with your most recent experience. List all experience in the last 10 years, including U.S. military service. Give details on the work experience that you believe meets the minimum requirements for this position. If necessary, go back more than 10 years to demonstrate your qualifications. For each job worked, show actual time (number of hours per day or per week) spent in such experience. Also, list any volunteer experience that you believe helps you meet the requirements of the job for which you are applying.

Period of employment	Job classification and most important duties performed	Name and address of employer
From ___ ___ ___ To ___ ___ ___ Total: ___ years ___ months ☐ Full-time ☐ Part-time Hours per week: _____	Job title: Salary: $ Duties: No. of employees supervised: ____ Reason for leaving:	Supervisors name: and phone:
From ___ ___ ___ To ___ ___ ___ Total: ___ years ___ months ☐ Full-time ☐ Part-time Hours per week: _____	Job title: Salary: $ Duties: No. of employees supervised: ____ Reason for leaving:	Supervisors name: and phone:
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Certification by Applicant

Read carefully before signing. I acknowledge that the California judicial branch is an "at-will" employer. This means that both the employer and employee have the right to terminate employment at any time, with or without notice and with or without cause. No one other than the Chief Justice has the authority to alter this arrangement to enter into an agreement for a specified period of time, or to make any agreement contrary to this policy. I understand that my misstatements made in this application and any attachments, or omission of material fact, will cause forfeiture on my part of all rights of employment with the California judicial branch. I also understand that if I do not have the minimum qualifications for this class, I will be removed from the position when this fact is determined. Unless otherwise noted, I authorize the investigation of all statements given in this application, including contacting former employers.

SIGNATURE _____ DATE _____