

# Judicial Council of California

# Application for Employment Habeas Corpus Resource Center

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

<p>Name _____  <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span><i>Last</i></span> <span><i>First</i></span> <span><i>Middle</i></span> </div> <p>Address _____  <div style="text-align: center; margin: 0 auto;"><i>Number and street</i></div> <p>_____ <i>City</i> _____ <i>State</i> _____ <i>Zip</i> _____          Phone (    ) _____ Email _____</p> <p>List any former names under which you have worked or attended school:          _____          _____</p> </p></p>	<p>I am applying for the position of:          _____</p> <hr/> <p>I have word processing and/or computer experience on _____          _____ and have used _____  <div style="text-align: center; margin: 0 auto;"><i>Hardware</i></div>         _____  <div style="text-align: center; margin: 0 auto;"><i>Software</i></div>         _____          _____</p>																																										
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;"><i>Education</i></th> <th style="width:25%;">Name and location of college or university, business, correspondence, trade or service school</th> <th style="width:15%;">Course of study</th> <th style="width:10%;">Type of degree or certificate received (If none, enter "None.")</th> <th colspan="2" style="width:10%;">If no degree received, enter number of units completed</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <th style="width:5%;">Semester units</th> <th style="width:5%;">Quarter units</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	<i>Education</i>	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																															<p>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):</p> <p style="text-align: right;">High school graduate ..... Yes    No          GED .....</p> <p><i>For attorney applicants only, enter date of bar admission:</i> _____</p>
<i>Education</i>	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																																							
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<p>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: _____          _____          _____</p> <p>Where did you see the posting for this position?          _____          _____          _____</p>	<p>Please note: If you are selected for hire, the Judicial Council will require verification of employment eligibility or authorization to legally work in the United States.</p> <p>Please complete both pages of the application AND the supplemental questions.          You can email to <a href="mailto:JobApplications@hcrc.ca.gov">JobApplications@hcrc.ca.gov</a>          or Fax Attention: Hiring 415-348-3873 or send via USPS to:</p> <p><b>HIRING - HCRC</b>          303 Second Street, Suite 400 South          San Francisco, CA 94107</p> <p>We cannot accept hand-delivered applications - please email, fax or mail only. Thank you.</p> <div style="text-align: right;">  </div>																																										

## 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: 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: 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 \_\_\_\_\_