

Human Resources Department

221 S Mooney Blvd., Rm 104

Visalia, CA 93291-4583

(559) 730-5000 option 8

Fax (559) 730-2772

**Superior Court of California**

**County of Tulare**

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| **RECRUITMENT NO: 23-211** | **POSITION:** **Finance Specialist** |
| 1. NAME: Last       First       MI       | 1a. EMAIL ADDRESS:       |
| 2. MAILING ADDRESS:No./Street or PO Box #       City       State       Zip       |
| 3. Do you possess, or are you eligible to obtain, a California Class C Driver’s License? **[ ]** YES **[ ]** NO | 4. PHONE: HOME: (     )      BUSINESS: (     )       |
| 5. AREA PREFERENCE Check below the location(s) at which you would be willing to work:**[ ]** DINUBA **[ ]** JUVENILE JUSTICE FACILITY [ ] PRE-TRIAL **[ ]** PORTERVILLE **[ ]** TULARE **[ ]** VISALIA  |
| 6. LANGUAGE Do you possess the skill to fluently speak, read and write a language, other than English, and are you willing to use this skill in the performance of your job? **[ ]**  YES **[ ]**  NO If yes, what language(s)?       |
| 7. Indicate the type of work you are willing to accept (check all that apply): **[ ]** Full-time **[ ]**  Part-time **[ ]** Extra Help |
| 8. IN CASE OF EMERGENCYPerson to be notified:      Address      Phone:      |
| **PLEASE CHECK YES OR NO AFTER QUESTIONS 9 THROUGH 14. IF YOU ANSWER YES TO ANY OF THESE QUESTIONS, YOU MUST PROVIDE AN EXPLANATION IN ITEM 15 BELOW. ATTACH ADDITIONAL SHEETS IF NECESSARY**.  |
| 9. Are you under the age of 18? (If you are under the age of 18, the law requires that you possess a high school diploma, GED or work permit.) |  YES[ ]  | NO[ ]  | 13. Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? Do not consider those settled in juvenile court or those that have been sealed. (If yes, list convictions. Conviction records are not necessarily disqualifying. Each case is considered individually in relation to the job.) | YES[ ]  | NO[ ]  |
| 10. Do you have relatives working for the Tulare County Superior Court? List name, relationship and department.  | [ ]  | [ ]  |
| 11. Have you worked for the Tulare County Superior Court before?List name of department and name you worked under if different from above. | [ ]   | [ ]  | 1. **Review the job announcement for this position. If you have a condition which would prevent you from performing any of the essential duties, please list the accommodation you would require in order to perform the duties. Reasonable accommodation will be made when requested and determined by the Tulare County Superior Court to be appropriate under applicable law.**
* **Notify the Court Human Resources Department if you require special testing facilities**.
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| 12. Have you ever been discharged, rejected during the probationary period, or forced to resign from any job? | [ ]  | [ ]  |
| 15. (Use this space to explain yes answers to questions 9 through 14 and to describe accommodations you require to perform essential job duties.)      |
| 16. EDUCATION Did you graduate from high school? [ ] Yes [ ] ..No If not, did you obtain a GED certificate? [ ] Yes [ ] .No |
| Name(s) of Colleges or Universities attended | Major Subject | Dates AttendedFrom To | Semester Units  | Quarter Units | Degrees Earned and Dates of Graduation |
|       |       |        |       |       |       |       |
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| PROFESSIONAL CERTIFICATE OR LICENSETitle:       Registration No      Expiration Date      |
| FOR HR DEPARTMENT USEDate evaluated Meet NES By  | COMMENTS:  |

# Type Or Print In Dark Ink  - Incomplete Or Illegible Applications May Be Disqualified

**NAME:** LAST FIRST MI

EMPLOYMENT APPLICATION (Revised 04/10) ***AN EQUAL OPPORTUNITY EMPLOYER*** (Continued on Other Side)

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| 16. EDUCATION/TRAINING: This space is for education or training that demonstrates specific qualifications for the particular job you are applying for. The education or training may be full or part time, internships, academic courses, seminars, or other types of training. Attach additional pages if necessary. |
| DATES | TITLE AND DESCRIPTION OF CONTENT OF COURSE OR PROGRAM | NAME AND LOCATION OF SCHOOL OR ORGANIZATION |
|       | Title:      Description:      |       |
|       | Title:      Description:      |       |
| 17. EXPERIENCE: List all work experience for the past 10 years and any prior experience relevant to this job. Begin with your PRESENT or most recent employment.  List in reverse order periods of employment. List each position, job title and qualifying job duties. Each time you changed jobs or your title changed should be listed as a separate period. Experience may be paid, unpaid, full time, part time, or military. If more space is needed, attach additional pages. **Resumes are not acceptable in lieu of completing the experience section or any other part of this application.** |
| FROM | TO | EMPLOYER'S NAME, ,ADDRESS AND PHONE NUMBER | JOB TITLE AND DUTY DESCRIPTION | HOURS WORKED& REASON FORLEAVING |
| MO | YR | MO | YR |
|       |       |       |       |       | Title:       | Hrs./wk:       |
| Duties:       | Reason:       |
|       |       |       |       |       | Title:       | Hrs./wk:      |
| Duties:       | Reason:      |
|       |       |       |       |       | Title:       | Hrs./wk:       |
| Duties       | Reason:       |
|       |       |       |       |       | Title:       | Hrs./wk:       |
| Duties:       | Reason:       |
|       |       |       |       |       | Title:       | Hrs./wk:       |
| Duties:       | Reason:       |
|       |       |       |       |       | Title:       | Hrs./wk:       |
| Duties:       | Reason:       |
| 18. May we contact employers listed? [ ]  Yes [ ]  NoIf not, indicate which employer(s) you do not wish us to contact:       |
| READ CAREFULLY BEFORE SUBMISSION – I hereby certify that all statements made on or in connection with this application form are true and complete to the best of my knowledge. I further understand and agree that any misrepresentation, omissions, or falsification of material facts will be considered cause for disqualification of application and/or forfeiture of all rights to employment with the Tulare County Superior Court. I understand selection procedures may include written applications, oral interviews, and testing. I understand that employment is contingent upon successful completion a background check that may include personal and employment references, fingerprinting, drug and alcohol testing, physical examination, credit history, mental or psychological examination, DMV history, and criminal history. I also understand that, if selected, I must submit proof of my legal right to work in the United States. Completion and submission of this application in no way constitutes contractual rights, actual or implied, to employment with the Tulare County Superior Court. **[ ]**  ***By checking this box, I attest that this document was completed by me, is an accurate representation of my background and that I understand the provisions of submission as set forth above.* Signature:** **Date**        |