



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

Human Resources
627 W. 21st St., Room 20
Merced, CA 95340

| FOR HUMAN RESOURCES USE ONLY | |
|---------------------------------|-----------------------------|
| Date Rec | _____ |
| Educ | <input type="checkbox"/> |
| Exp | <input type="checkbox"/> |
| Lic/Cert | <input type="checkbox"/> |
| MQ | <input type="checkbox"/> |
| Qualified | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Initials | _____ |
| Date | _____ |

EMPLOYMENT APPLICATION

INSTRUCTIONS TO APPLICANTS

This application is part of the examination process. Before completing this form, please read the minimum qualifications for the job in which you are interested. **Your application will not be considered for the position unless you meet these requirements.** Print clearly with ink or type. Incomplete or illegible applications will not be considered. Make copies of any information you submit and wish to keep. Notify us promptly of any change of address and/or telephone number.

| | | | |
|---|---|---------------------------|--------------|
| 1. Job Title and Announcement Number | | 2. SSN | |
| 3. Last Name | First Name | MI | |
| 4. Street and/or Mailing Address | City | State | Zip Code |
| 5. Home Phone | Alternate Phone (Optional) | | |
| 6. Indicate the types of appointment you are willing to accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary | | | |
| 7. Do you have a valid California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No License #: _____ Expiration: _____ | | | |
| 8. Are you related (by blood, marriage or adoption) to anyone working at the Merced Superior Court? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If yes, Name: _____ | | Relationship: _____ | |
| 9. I would like to be considered for job openings in: Los Banos <input type="checkbox"/> Merced <input type="checkbox"/> | | | |
| 10. CONVICTIONS: As an adult, have you ever been convicted of a felony or misdemeanor offense? <input type="checkbox"/> Yes <input type="checkbox"/> No You may omit any convictions for the possession of marijuana (except for convictions for the possession of marijuana on school grounds or possession of concentrated cannabis) that are more than two (2) years old. If yes, complete details below. Please note that conviction is not an automatic bar to employment. Each case is considered individually, however failure to disclose any convictions or providing false or misleading statements of material facts will automatically remove applicant from the application process. | | | |
| Offenses | Places/Court Jurisdiction | Dates | Penalties |
| | | | |
| | | | |
| 11. EDUCATION: High School Attended: _____ City/State: _____ Highest level Completed: High School Diploma <input type="checkbox"/> G.E.D <input type="checkbox"/> BA/BS <input type="checkbox"/> MA/MS <input type="checkbox"/> Ph.D./J.D./LL.B <input type="checkbox"/> | | | |
| College/University/Business School | Major | Number of Units Completed | Degrees |
| | | | |
| 12. OFFICE SKILLS: What office equipment and software can you operate? *List Software and Proficiency | | | |
| <input type="checkbox"/> Word Processing | <input type="checkbox"/> Software Applications* | _____ | |
| <input type="checkbox"/> Data Entry Equipment | | _____ | |
| <input type="checkbox"/> Transcribing Equipment | | _____ | |
| CSR Speed _____ | | _____ | |
| 13. Do you speak, write or understand any language other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If Yes, which language(s) _____ | | | |
| 14. If this job requires a specific license or certificate, please complete | | | |
| Certificate of Training/Professional Registration | License No./Registration No. | Date Issued | Date Expires |
| | | | |



SUPERIOR COURT OF CALIFORNIA COUNTY OF MERCED

Human Resources
627 W. 21st St., Room 20
Merced, CA 95340

APPLICANT QUESTIONNAIRE

Position Announcement Number _____

Social Security Number _____

To help the Merced Superior Court compile statistics needed to evaluate our recruitment program as well as prepare required statistical reports required by Federal and State Agencies, we ask for your voluntary completion of this form. All information will remain confidential and will not affect your application for employment. It will not become part of your personnel file if you are hired.

SEX: Female Male

ETHNIC ORIGIN:

We understand that it may be difficult to choose a single ethnic identity if you have a multicultural heritage. Nevertheless, to comply with legal guidelines it is necessary that you choose only one.

- | | |
|---|---|
| <input type="checkbox"/> ASIAN OR PACIFIC ISLANDER Includes all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. | <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE Includes all persons having origins in any of the original peoples of North America. |
| <input type="checkbox"/> BLACK (not of Hispanic origin): All persons having origin in any of the Black racial groups of Africa. | <input type="checkbox"/> WHITE Includes all persons having origins in any of the original peoples of Europe, North Africa, the Middle East. |
| <input type="checkbox"/> HISPANIC All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race. | |

HOW DID YOU FIND OUR ABOUT THIS JOB?

Newspaper

- Merced Sun Star
- Modesto Bee
- Fresno Bee
- Atwater Signal
- Los Banos Enterprise
- Madera Tribune
- Turlock Journal
- Chowchilla News
- Livingston Chronicle
- Other _____

Merced Superior Court

- Human Resources
- Superior Court Employee
- Employee Bulletin Board

Other

- Cal Jobs
- Who Has Court Jobs.com
- EDD Office
- Job Fair
- Other _____

Merced Superior Court is an Equal Opportunity Employer