



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
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Lic/Cert
MQ
Qualified
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: Full Time, Part Time, Temporary
7. Do you have a valid California Driver's License? Yes, No, License #, Expiration:
8. Are you related (by blood, marriage or adoption) to anyone working at the Merced Superior Court? Yes, No
If yes, Name: Relationship:
9. I would like to be considered for job openings in: Los Banos, Merced
10. CONVICTIONS: As an adult, have you ever been convicted of a felony or misdemeanor offense? Yes, 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, G.E.D, BA/BS, MA/MS, Ph.D./J.D./LL.B
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
Word Processing, Software Applications*, Data Entry Equipment, Transcribing Equipment, CSR Speed
13. Do you speak, write or understand any language other than English? Yes, 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



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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.

- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER:** Includes all persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- BLACK OR AFRICAN AMERICAN** (not of Hispanic origin): All persons having origin in any of the black racial groups of Africa.
- HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.
- TWO OR MORE RACES:** Includes all persons who identify with more than one of the above five races.
- AMERICAN INDIAN OR ALASKAN NATIVE:** Includes all persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- WHITE:** Includes all persons having origins in any of the original peoples of Europe, North Africa, the Middle East.
- ASIAN:** Includes all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent.

HOW DID YOU FIND OUR ABOUT THIS JOB?

Newspaper

Merced Superior Court

Other

- | | | |
|---|--|--|
| <input type="checkbox"/> Merced Sun Star
<input type="checkbox"/> Modesto Bee
<input type="checkbox"/> Fresno Bee
<input type="checkbox"/> Atwater Signal
<input type="checkbox"/> Los Banos Enterprise
<input type="checkbox"/> Madera Tribune
<input type="checkbox"/> Turlock Journal
<input type="checkbox"/> Chowchilla News
<input type="checkbox"/> Livingston Chronicle
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Human Resources
<input type="checkbox"/> Superior Court Employee
<input type="checkbox"/> Employee Bulletin Board
<input type="checkbox"/> Court Website | <input type="checkbox"/> Cal Jobs
<input type="checkbox"/> Who Has Court Jobs.com
<input type="checkbox"/> EDD Office
<input type="checkbox"/> Job Fair
<input type="checkbox"/> Other _____ |
|---|--|--|

Merced Superior Court is an Equal Opportunity Employer