



YUBA COUNTY

An Equal Opportunity Employer

Human Resources & Organizational Services Office: (530) 749-7860 Fax: (530) 749-7864
915 8th Street, Suite 113, Marysville, CA 95901 www.yuba.org

EMPLOYMENT APPLICATION INSTRUCTIONS

1. These instructions must be followed exactly and the **most recent version** (always posted on the HR website) of the application submitted. All applications must be completed legibly and filled out completely. If questions are not applicable, enter "N/A." **Do not leave questions blank.**
2. Please type or print your application using blue or black ink. **Failure to provide any of the required information will result in the rejection of your application.** Applications that are illegible, incomplete, or unsigned will be rejected without review. Please limit your use of staples. Special paper and report covers are unnecessary as the hiring authority will receive a photocopy/scan and will not receive the original application.
3. Print or type the **exact** title of the position in the space provided. Applications are accepted only for those positions for which the County is currently recruiting (unless designated Extra Help).
4. If you are applying for more than one advertised position, a separate original application is required for each job announcement. Please note that flexibly staffed (i.e. I/II) positions only require **one** application; unless otherwise stated you will automatically be considered for the level you qualify at.
5. Submission of the properly completed application is the first step in the examination process, and in some instances it may be the only criteria utilized in developing the employment list. The information that you furnish will be used to determine your qualifications. List all relevant experience in detail, regardless of duration, including part-time, volunteer and military service. Be specific as to dates worked (i.e. 3/2012 – 5/2014), hours per week, job title, key functions and tasks.
6. Complete BOTH SIDES of the application form. Resumes and other relevant supportive documentation may be attached but they will not be accepted in place of a properly completed Yuba County application. Additional sheets using the same format as the application may be submitted as necessary to give a complete employment history, provided **all** fields are accounted for and complete. An additional sheet (Employment History Addendum) for this purpose is available.
7. For qualification and ranking purposes you **MUST** attach copies of required certificates(s), college transcript(s) or grade report(s) **AND** appropriate college diploma(s) by the final deadline. Failure to provide the required documentation will disqualify you from consideration for this recruitment. College transcripts may be unofficial. Please do not include high school diplomas. Typing certificates, if required, must be attached to the application. Information on how to obtain a typing certificate and their requirements may be found on the Yuba County Human Resources Website.
8. Candidates who possess a degree from a college or university that is accredited by a foreign or non-U.S. accrediting agency must have their educational units evaluated by an accredited college or institution in the United States and attach the necessary documentation.
9. No materials submitted during the application process can be returned. Please make copies of any information you submit and wish to keep. Please **do not** submit copies of your driver's license or social security card, unless specifically requested in the job announcement.
10. Complete applications with all necessary documents may be faxed to meet the application deadline. It is the applicant's responsibility to ensure that all pages are received and legible.
11. Applications may be delivered to the Human Resources office up to the filing deadline. Mailed applications must be received by the final filing deadline; postmarks will not be accepted. **LATE APPLICATIONS MUST BE REJECTED.** It is the applicant's responsibility to ensure that the original application, required documentation and signature are received within the appropriate time frame.
12. Please add yubacountyHR@co.yuba.ca.us to your allowed e-mail list to ensure that recruitment correspondence is received. This is a notification e-mail only and cannot receive incoming mail. Please do not send correspondence here.
13. To request an accommodation during the recruitment process you must complete the [Applicant Accommodations Request](#) by the Final Filing Deadline. Failure to submit this request and authorization by the FINAL FILING DEADLINE may result in the County being unable to provide the requested accommodation(s).



COUNTY OF YUBA
EMPLOYMENT APPLICATION

An Equal Opportunity Employer
Rev 8/14

DATE RECEIVED

Please review the attached application instructions before completing. Use a typewriter, computer or print legibly in ink.
This application must be completed in full. All statements will be subject to verification of authenticity.

Position Title (as it appears on job announcement)	OFFICIAL USE ONLY	<input type="checkbox"/> Accepted _____ <small>Rank</small>	<input type="checkbox"/> Declined <small>Check Below</small>
Name (Last, First, M.I.): Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	Screening: <input type="checkbox"/> Late <input type="checkbox"/> Educ/Exp <input type="checkbox"/> Lic/Cert <input type="checkbox"/> Incomplete		
Former Names Used	Fail Examination: <input type="checkbox"/> Written <input type="checkbox"/> Oral Board <input type="checkbox"/> _____		
Mailing Street Address, City, State & Zip	Other: <input type="checkbox"/> No Show <input type="checkbox"/> _____		
E-mail (If you provide an e-mail address we will use this as a primary contact for all correspondence):	Primary Contact #	Secondary Contact #	

1. Are you now employed with the County of Yuba as a permanent, probationary or temporary employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you previously been employed by the County of Yuba? If "YES" complete and attach the Employment Application Addendum	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you related by blood or marriage to any person presently employed by the County of Yuba? If "YES" complete and attach the Employment Application Addendum	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you ever been terminated, involuntarily separated, resigned in-lieu of termination or asked to resign from previous employment? If "YES" complete and attach the Employment Application Addendum	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Can you present evidence of your U.S. Citizenship or proof of your legal right to live and work in this country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you claim Veteran's Credit (Veteran's, Disabled Veteran's and Widows of Veterans)? If "YES" attach a copy of your DD214 or other authorized proof of service.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you able to perform the essential functions of this position, with or without reasonable accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
You will be asked later in the recruitment process to disclose felony and misdemeanor convictions. Yuba County will not deny employment to any applicant solely because the person has been convicted of a crime. However, the nature, date, surrounding circumstances and the relevance to the position(s) applied for may be considered.	

Do you possess a valid California driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	License # (do not attach copy unless required)	Class: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
If a license or certificate is required for this position, list those that you possess, provide dates of expiration and attach a copy to your application.			
License or Certificate	Number	Issuing Agency	Expiration Date

Are you fluent in a language other than English? You must specify a foreign language to qualify for a bilingual position. If "YES", please specify applicable languages. You may be tested to determine proficiency.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Language <input type="checkbox"/> Speak <input type="checkbox"/> Read/Write	Language <input type="checkbox"/> Speak <input type="checkbox"/> Read/Write

Typing Speed (wpm): _____	What type of appointment will you accept? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Limited Term <input type="checkbox"/> Extra-help
What shifts are you willing to work? <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> On Call <input type="checkbox"/> Weekend	

Do you have a high school diploma, GED Certificate or CA High School Proficiency Certificate? (do not attach copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No					
List all college or trade coursework below. In order to receive credit for your college work you must attach a copy of your certificate(s), diploma(s) and unofficial transcript(s). Failure to provide this required documentation will disqualify you from consideration.						
Accredited College/University or Vocational School	City, State	Major/ Course of Study	Units Completed	Semester/ Quarter	Type of Degree Conferred	Year Awarded
				<input type="checkbox"/> Semester <input type="checkbox"/> Quarter	<input type="checkbox"/> AA/AS <input type="checkbox"/> BA/BS <input type="checkbox"/> MA <input type="checkbox"/> JD <input type="checkbox"/> PhD <input type="checkbox"/> Other:	
				<input type="checkbox"/> Semester <input type="checkbox"/> Quarter	<input type="checkbox"/> AA/AS <input type="checkbox"/> BA/BS <input type="checkbox"/> MA <input type="checkbox"/> JD <input type="checkbox"/> PhD <input type="checkbox"/> Other:	
				<input type="checkbox"/> Semester <input type="checkbox"/> Quarter	<input type="checkbox"/> AA/AS <input type="checkbox"/> BA/BS <input type="checkbox"/> MA <input type="checkbox"/> JD <input type="checkbox"/> PhD <input type="checkbox"/> Other:	
				<input type="checkbox"/> Semester <input type="checkbox"/> Quarter	<input type="checkbox"/> AA/AS <input type="checkbox"/> BA/BS <input type="checkbox"/> MA <input type="checkbox"/> JD <input type="checkbox"/> PhD <input type="checkbox"/> Other:	

EMPLOYMENT HISTORY

Apply at: Human Resources & Organizational Services

915 8th St., Suite 113, Marysville, CA 95901 ● (530) 749-7860 ● (530) 749-7864 (fax) ● www.yuba.org

1. List your most recent employment first.
2. List ALL experience, paid or voluntary, related to the position.
3. Use different blocks for different positions with same employer.
4. Attach "Employment History Addendum" if additional space is needed.

RESUMES WILL NOT BE ACCEPTED IN PLACE OF A COMPLETED APPLICATION

Present/Last Employer		Payroll Title (for each title use a separate section)		Contact Name/Phone Number for Reference purposes:	
Employer's Address		Duties			
City/State	Zip Code				
Dates From (Mo/Yr):	Dates To (Mo/Yr):				
Hours Per Week	Salary	Hr <input type="checkbox"/> Mo <input type="checkbox"/> Yr <input type="checkbox"/>	Reason for Leaving	Are you employed by this company now? <input type="checkbox"/> Yes <input type="checkbox"/> No May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer		Payroll Title (for each title use a separate section)		Contact Name/Phone Number for Reference purposes:	
Employer's Address		Duties			
City/State	Zip Code				
Dates From (Mo/Yr):	Dates To (Mo/Yr):				
Hours Per Week	Salary	Hr <input type="checkbox"/> Mo <input type="checkbox"/> Yr <input type="checkbox"/>	Reason for Leaving	Are you employed by this company now? <input type="checkbox"/> Yes <input type="checkbox"/> No May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer		Payroll Title (for each title use a separate section)		Contact Name/Phone Number for Reference purposes:	
Employer's Address		Duties			
City/State	Zip Code				
Dates From (Mo/Yr):	Dates To (Mo/Yr):				
Hours Per Week	Salary	Hr <input type="checkbox"/> Mo <input type="checkbox"/> Yr <input type="checkbox"/>	Reason for Leaving	Are you employed by this company now? <input type="checkbox"/> Yes <input type="checkbox"/> No May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

CERTIFICATE OF APPLICANT (READ THIS CAREFULLY BEFORE SIGNING) This certification must be signed and included with your application.

I hereby declare under penalty of perjury, that all statements made on or in connection with this application, including those regarding my training and experience are true and complete. I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I understand and accept that any employment with the County of Yuba is contingent upon successful completion of a thorough reference check, a related pre-placement medical review/examination, which may include drug testing, and my furnishing documentation evidencing employment authorization in accordance with the Immigration Reform and Control Act of 1986 (IRCA). A background investigation, including fingerprinting, will be required for some positions. I understand and agree that employment with the County of Yuba does not occur until successful completion of all employment procedures, including necessary documentation and clearance of medical and background as relevant. Until formal appointment is made in this manner, any offers of employment are conditional and preliminary and may be withdrawn by the County.

I hereby request, authorize and consent to the release of information to Yuba County regarding my previous and/or current employment for the purpose of evaluating my suitability for employment. I authorize my current and former employers(s) and/or personal references, further identified as Responding Party, to provide to the County all information requested regarding my employment record, character, general reputation, personal characteristics including but not limited to: positions held; dates of employment; beginning and end pay rates; work performance; disciplinary records, including any records which were sealed as part of a settlement; reliability and any incidents of dishonesty, insubordination, violence and/or unsafe behavior; harmful or threatening behavior including information based upon materials in my personnel file. I authorize the release of such information regardless of any agreement, instructions or representations I may have previously made with Responding Party to the contrary. I further authorize Responding Party or its agents to answer whether they would be willing to rehire me. In addition, I authorize Responding Party to release the contents of and/or to provide a photocopy of my entire personnel file, if requested by Yuba County, including all documents sealed pursuant to any settlement agreement or stipulation, and all application information including questionnaires, interviews, education transcripts and polygraph examination results. I further authorize the disclosure of all records which, as an employee, I would have or did have access under Labor Code Section 1198.5.

I hereby release and forever discharge and hold harmless all parties involved, including officers, employees, or related personnel, both individually and collectively, from any and all liability, claims, demands and causes of action, of whatever kind or nature which may arise at any time from requesting or furnishing the requested information for purposes of evaluating my suitability for employment. Specifically, Responding Party will not be subject to any civil liability for any relevant cause of action by virtue of releasing information identified above in compliance with California Civil Code Section 47 as amended.

By signing below, I acknowledge that I have carefully read and understand this release, and agree to its provisions. This waiver and release will expire one year after the date signed. A photocopy of this Waiver and Release is to be considered as valid as an original.

Signature: _____

Date: _____

Employment Application Addendum

If you have marked 'yes' to Question #2, #3, or #4, you **must** complete this addendum or your application will be rejected as incomplete. All fields must be completed within the applicable section(s) or your application will be rejected as incomplete. If you need more spaces than are provided, duplicate and provide the remaining information on the additional pages.

Question #2 – Previous Employment with Yuba County					
Name employed under (if different)	Job Title	Department	Permanent <input type="checkbox"/> Extra-Help <input type="checkbox"/>	Date Employment Began	Date Employment ended
Name employed under (if different)	Job Title	Department	Permanent <input type="checkbox"/> Extra-Help <input type="checkbox"/>	Date Employment Began	Date Employment ended
Name employed under (if different)	Job Title	Department	Permanent <input type="checkbox"/> Extra-Help <input type="checkbox"/>	Date Employment Began	Date Employment ended
Name employed under (if different)	Job Title	Department	Permanent <input type="checkbox"/> Extra-Help <input type="checkbox"/>	Date Employment Began	Date Employment ended

Question #3 – Relatives employed with Yuba County		
Name	Relationship	Department Employed In
Name	Relationship	Department Employed In
Name	Relationship	Department Employed In
Name	Relationship	Department Employed In

Question #4 – Prior Terminations.		
Employer	Position	Ending Date of Employment
Explanation/Circumstances		
Employer	Position	Ending Date of Employment
Explanation/Circumstances		
Employer	Position	Ending Date of Employment
Explanation/Circumstances		
Employer	Position	Ending Date of Employment
Explanation/Circumstances		
Employer	Position	Ending Date of Employment
Explanation/Circumstances		

Employment History Addendum

Present/Last Employer			Payroll Title (for each title use a separate section)	Contact Name/Phone Number for Reference purposes:
Employer's Address			Duties	
City/State	Zip Code			
Dates From (Mo/Yr):	Dates To (Mo/Yr):			
Hours Per Week	Salary	Hr <input type="checkbox"/> Mo <input type="checkbox"/> Yr <input type="checkbox"/>		
Employer			Payroll Title (for each title use a separate section)	Contact Name/Phone Number for Reference purposes:
Employer's Address			Duties	
City/State	Zip Code			
Dates From (Mo/Yr):	Dates To (Mo/Yr):			
Hours Per Week	Salary	Hr <input type="checkbox"/> Mo <input type="checkbox"/> Yr <input type="checkbox"/>		
Employer			Payroll Title (for each title use a separate section)	Contact Name/Phone Number for Reference purposes:
Employer's Address			Duties	
City/State	Zip Code			
Dates From (Mo/Yr):	Dates To (Mo/Yr):			
Hours Per Week	Salary	Hr <input type="checkbox"/> Mo <input type="checkbox"/> Yr <input type="checkbox"/>		
Employer			Payroll Title (for each title use a separate section)	Contact Name/Phone Number for Reference purposes:
Employer's Address			Duties	
City/State	Zip Code			
Dates From (Mo/Yr):	Dates To (Mo/Yr):			
Hours Per Week	Salary	Hr <input type="checkbox"/> Mo <input type="checkbox"/> Yr <input type="checkbox"/>		
Employer			Payroll Title (for each title use a separate section)	Contact Name/Phone Number for Reference purposes:
Employer's Address			Duties	
City/State	Zip Code			
Dates From (Mo/Yr):	Dates To (Mo/Yr):			
Hours Per Week	Salary	Hr <input type="checkbox"/> Mo <input type="checkbox"/> Yr <input type="checkbox"/>		

VOLUNTARY

RECRUITMENT QUESTIONNAIRE

Do you have internet access?

Yes

No

How did you become aware of this employment opportunity? (**check all that apply**)

Newspaper: Appeal Democrat

Sacramento Bee

Chico Enterprise

Grass Valley Union

Yuba County: One Stop

HR E-mail Notice

HR Website

County Employee Referral

Internet: LinkedIn

Craigslist

CSAC Website

CSAC-EIA Website

CalJOBS

Indeed.com

MMANC.org

Government Jobs

Monster.com

CareerBuilder.com

FaceBook

Twitter

Job Board: Sac State

Chico State

Yuba College

Butte College

UC Davis

POST

Other: Job Fair

Thank you for participating. Your answers help us to improve our advertising and recruitment outreach and locate the best candidates for our jobs.

EQUAL EMPLOYMENT OPPORTUNITY DATA

The County of Yuba is required by Federal and State law to collect certain information and maintain statistical data on all applicants. This information is confidential and is not shared with the hiring authority or any person involved in the assessment of applicant knowledge, skills, and abilities to perform the job.

Completion of this form is strictly voluntary. However, if you elect not to report this data the County is required to assign a category to each applicant/employee when submitting the required federal reports. This form will be detached and kept separate from the application. Information provided on this form will not be considered in any employment decision.

NAME: _____

DATE: _____

POSITION APPLIED FOR: _____

PLEASE MARK THE APPROPRIATE BLOCKS:

FEMALE

MALE

ETHNIC CATEGORY: Select only one

WHITE: (Not of Hispanic origin); all persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

BLACK: (Not of Hispanic origin); all persons having origins in any of the Black racial groups of Africa.

HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ASIAN OR PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands (including Hawaii) or Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

AMERICAN INDIAN OR ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.