



**COUNTY OF YUBA**  
**EMPLOYMENT APPLICATION** Rev3/07  
**An Equal Opportunity Employer**

**Applications accepted at:**  
 Risk Management/Personnel  
 915 8th St., Suite 113  
 Marysville, CA 95901  
 (530) 749-7860  
 (530) 749-7864 (fax)

*Please review the application instructions before completing. Please use a typewriter or computer or print in ink.  
 This application must be completed in full. All statements will be subject to verification.*

1. **Position:** \_\_\_\_\_ **2. Social Security # (optional):** \_\_\_\_\_  
(EXACT TITLE AS LISTED ON JOB ANNOUNCEMENT)

3. **Name:** \_\_\_\_\_  
LAST FIRST MIDDLE

4. **Address:** \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

5. **Home Phone:** (\_\_\_\_) \_\_\_\_\_ **Business/Message Phone:** (\_\_\_\_) \_\_\_\_\_ **Ext.** \_\_\_\_\_

6. Are you now employed with the County of Yuba as a permanent, probationary or temporary employee? .....  **YES**  **NO**

7. Have you previously been employed by the County of Yuba? .....  **YES**  **NO**

If "YES", and this is not described on page 2, attach dates of employment, job title, departments and former names.

8. Are you related by blood or marriage to any person presently employed by the County of Yuba? .....  **YES**  **NO**

If "YES", state name, relationship and department: \_\_\_\_\_

9. Have you ever been discharged or forced to resign from previous employment? .....  **YES**  **NO**

If "YES", you **must** attach an explanation on a separate sheet and include employers' names and dates.

10. Have you ever been convicted of a crime? .....  **YES**  **NO**

Under California law you may exclude convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged or legally eradicated; arrests for which a pretrial diversion program has been successfully completed; and misdemeanor convictions for which probation was completed and the case dismissed. Yuba County will not deny employment to any applicant solely because the person has been convicted of a crime. Yuba County, however, may consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

a. As an adult, have you ever been convicted of a crime other than a misdemeanor or minor traffic violation? .....  **YES**  **NO**

b. Have you been arrested and charged for a crime for which you are currently out on bail or on your own recognizance pending trial? .....  **YES**  **NO**

If "YES" to any of the above, you **must** attach a separate page listing the nature of the crime, date and place of offense and penalty and disposition of the case.

11. Do you possess a valid California driver's license?  **YES**  **NO** License #: \_\_\_\_\_ Class:  **A**  **B**  **C**

12. Title and number of license, certificate or other credential, if required for this position per announcement. (Please attach)

Title	Number	Issued by	Expiration Date

13. Are you fluent in any language in addition to 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.

**Language(s):** \_\_\_\_\_  **Understand**  **Speak**  **Write**  **Read**  
 \_\_\_\_\_  **Understand**  **Speak**  **Write**  **Read**

14. **Education and Training:** For qualification and ranking purposes, you **MUST** attach copies of required certificate(s), college transcript(s) or grade report(s) AND appropriate diploma(s). Failure to provide the required documentation will disqualify you from consideration for this recruitment.

a. Do you have a High School Diploma, GED Certificate or CA High School Prof. Cert? (May self-certify).....  **YES**  **NO**

If NO, please indicate highest grade completed:  9  10  11  12

b. Colleges, Universities and/or Vocational Training  1  2  3  4 Post Graduate Work: \_\_\_\_\_(Yrs)

Name of College, University, or Vocational School	Major or Course of Study	Name of Degree	Date Received	Units Completed Semester/Quarter (circle one)	
					S / Q
					S / Q
					S / Q
					S / Q

# EMPLOYMENT HISTORY

Review employment application instructions prior to completing. FAILURE to follow as written WILL disqualify you from consideration.

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. Additional sheets (same format) may be attached when necessary.

**RESUMES WILL NOT BE ACCEPTED IN PLACE OF A COMPLETED APPLICATION**

<b>MOST RECENT</b> Dates Employed: From (MO/YR): _____ To (MO/YR): _____ Hrs. per week: _____ Salary: _____ May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME OF EMPLOYER: _____ ADDRESS: _____ JOB TITLE: _____ DUTIES: _____ _____ _____ SUPERVISOR'S NAME/TITLE: _____ PHONE: (    ) _____ REASON FOR LEAVING: _____
Dates Employed: From (MO/YR): _____ To (MO/YR): _____ Hrs. per week: _____ Salary: _____	NAME OF EMPLOYER: _____ ADDRESS: _____ JOB TITLE: _____ DUTIES: _____ _____ _____ SUPERVISOR'S NAME/TITLE: _____ PHONE: (    ) _____ REASON FOR LEAVING: _____
Dates Employed: From (MO/YR): _____ To (MO/YR): _____ Hrs. per week: _____ Salary: _____	NAME OF EMPLOYER: _____ ADDRESS: _____ JOB TITLE: _____ DUTIES: _____ _____ _____ SUPERVISOR'S NAME/TITLE: _____ PHONE: (    ) _____ REASON FOR LEAVING: _____
Dates Employed: From (MO/YR): _____ To (MO/YR): _____ Hrs. per week: _____ Salary: _____	NAME OF EMPLOYER: _____ ADDRESS: _____ JOB TITLE: _____ DUTIES: _____ _____ _____ SUPERVISOR'S NAME/TITLE: _____ PHONE: (    ) _____ REASON FOR LEAVING: _____

15. Have you served on active duty in the Military Service? (Please attach DD214) .....  YES     NO
16. Special skills:    **Typing wpm:** \_\_\_\_\_    **Shorthand wpm:** \_\_\_\_\_    **Other:** \_\_\_\_\_
17. Types of work you are willing to accept:     Full-time     Part-time     Temporary     Weekends     Nights

**18. CERTIFICATE OF APPLICANT (READ THIS CAREFULLY BEFORE SIGNING)**

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 authorize my former employer(s) to provide to the County all information requested regarding my employment and hereby release the same from any and all resulting liability. I understand and accept that any employment with the County of Yuba is contingent upon successful completion of 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS SECTION FOR PERSONNEL DEPARTMENT USE ONLY**

<input type="checkbox"/> <b>Accepted</b> <input type="checkbox"/> <b>Declined</b> <input type="checkbox"/> Lacks Educ/Exp <input type="checkbox"/> Lacks Lic/Cert <input type="checkbox"/> Incomplete App. <input type="checkbox"/> Filed After Deadline <input type="checkbox"/> <b>Failed Test:</b> <input type="checkbox"/> Written <input type="checkbox"/> Oral <input type="checkbox"/> Other <input type="checkbox"/> No Show	<b>DATE RECEIVED</b> _____
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# VOLUNTARY

## RECRUITMENT QUESTIONNAIRE

Please indicate how you became aware of this employment opportunity.

### NEWSPAPER

- A.  Appeal Democrat
- B.  Sacramento Bee
- C.  Chico Enterprise/Oroville
- D.  High Flyer Beale
- E.  Grass Valley Union
- F.  Other: \_\_\_\_\_

### COUNTY OFFICES/EMPLOYEES

- G.  Personnel
- H.  One Stop, Marysville
- I.  Dept. Bulletin Board
- J.  County Employee
- K.  County Website

### OTHER

- L.  Jobs Available
- M.  Trade or Professional Journal
- N.  Job Fair
- O.  Internet: \_\_\_\_\_
- P.  Other: \_\_\_\_\_

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

BIRTHDATE: \_\_\_\_\_

PLEASE MARK THE APPROPRIATE BLOCK:

FEMALE

MALE

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### ETHNIC CATEGORY

- WHITE (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- BLACK OR AFRICAN AMERICAN (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- HISPANIC OR LATINO** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ASIAN (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- AMERICAN INDIAN OR ALASKAN NATIVE (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.
- OTHER:** \_\_\_\_\_

Do you have any physical or mental handicap or other physical disability which should be considered in accommodating you to work or for the testing process?  YES  NO

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# YUBA COUNTY

An Equal Opportunity Employer

Yuba County Personnel/Risk Management  
915 8<sup>th</sup> Street, Suite 113

Marysville, CA 95901

Office: (530) 749-7860 Fax: (530) 749-7864

Internet Address: [www.co.yuba.ca.us](http://www.co.yuba.ca.us)

## EMPLOYMENT APPLICATION INSTRUCTIONS

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1. All applications must be completed legibly. 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.
2. 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).
3. If you are applying for more than one advertised position, a separate original application is required for each job announcement.
4. 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 regardless of duration, including part-time, volunteer and military service. Be specific as to dates worked, hours per week, job title, key functions and tasks. Inconsistencies will not be investigated further and will not be considered.
5. 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.
6. For qualification and ranking purposes you **MUST** attach copies of required certificates(s), college transcript(s) or grade report(s) **AND** appropriate diploma(s). Failure to provide the required documentation will disqualify you from consideration for this recruitment. Typing certificates, as 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 Personnel Website.
7. 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.
8. No materials submitted during the application process can be returned. Please make copies of any information you submit and wish to keep.
9. Completed applications, with all necessary documents, may be faxed to meet the application deadline, but the original application and documents **identical** to the faxed application must be postmarked **NO LATER THAN** the filing deadline and received within 7 calendar days of the filing deadline.
10. Applications may be delivered to the Personnel 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 insure that the original application and signature are received within the appropriate time frame.