



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES**

Employment Application

<http://www.lasuperiorcourt.org>

Job Hotline (213) 974-5444

Please refer to the last page for Human Resources Office locations.

Equal Opportunity Employer

FOR HUMAN RESOURCES USE ONLY

☐ ACCEPTED

☐ NOT ACCEPTED

REASON:

1. ☐ Education
2. ☐ Experience

3. ☐ Other
6. ☐ Late Filing

Analyst: _____ Date: _____

Please complete all sections regardless of whether you attach a résumé.
Type or print the information on this form.

1. EXAMINATION TITLE:				2. EXAMINATION NUMBER:			
3. YOUR NAME: LAST		FIRST		MI		4. SOCIAL SECURITY NUMBER:	
5. OTHER NAMES USED IN EMPLOYMENT: LAST		FIRST		MI			
6. ADDRESS: NUMBER STREET				7. DAYTIME PHONE: ()			
CITY STATE ZIP				MESSAGE PHONE: ()			
8. DO YOU FLUENTLY <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE IF "YES," INDICATE LANGUAGE(S):				ANY LANGUAGE(S) OTHER THAN ENGLISH? <input type="checkbox"/> YES <input type="checkbox"/> NO			
9. ARE YOU NOW OR HAVE YOU EVER BEEN EMPLOYED BY A COURT IN LOS ANGELES OR BY THE COUNTY OF LOS ANGELES? IF "YES," PLEASE COMPLETE:				<input type="checkbox"/> YES <input type="checkbox"/> NO			
EMPLOYEE NO.:		PAYROLL TITLE:		COURT OR COUNTY DEPARTMENT NAME:		COURT OR COUNTY DEPARTMENT NUMBER:	
DATES OF SERVICE:		FROM:		TO:		EMPLOYMENT STATUS: <input type="checkbox"/> REGULAR <input type="checkbox"/> TEMPORARY	
10. DO YOU HAVE ANY RELATIVE(S) CURRENTLY EMPLOYED BY THE LOS ANGELES SUPERIOR COURT? IF "YES," PLEASE COMPLETE: (Use additional sheets if needed and follow the same format.)				<input type="checkbox"/> YES <input type="checkbox"/> NO			
NAME:		RELATIONSHIP:		COURT LOCATION:			
11. ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? IF NOT A U.S. CITIZEN, CAN YOU SHOW PROOF OF U.S. GOVERNMENT PERMISSION TO WORK IN THIS COUNTRY?				<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO			
12. DO YOU POSSESS A VALID CALIFORNIA DRIVER'S LICENSE? DRIVER'S LICENSE NUMBER:				EXPIRATION DATE:		CLASS: <input type="checkbox"/> YES <input type="checkbox"/> NO	
13. EDUCATION: In order to receive CREDIT FOR COLLEGE WORK, be sure to include a copy of your diploma, transcript, or certificate unless otherwise directed by the job bulletin.							
HIGH SCHOOL DIPLOMA OR G.E.D.: <input type="checkbox"/> YES <input type="checkbox"/> NO		HIGH SCHOOL NAME:				LOCATION:	
NAME AND LOCATION OF COLLEGES OR SCHOOLS ATTENDED:		COURSE OF STUDY/MAJOR:		ATTENDANCE DATES:		DEGREES, CERTIFICATES, UNITS:	
				FROM:	TO:		

14. EXPERIENCE: Complete all sections regardless of whether you attach a résumé. Begin with your most recent job, then list separately the PAYROLL TITLE for all jobs, volunteer experience, and any periods of unemployment **in the last ten years**. If your application is incomplete, it will be rejected. Experience is evaluated on the basis of a verifiable 40-hour week. If additional space is needed, attached additional sheets following the same format. **The Court normally contacts current and previous employers for reference information only when seriously considering a candidate for employment.**

NAME OF EMPLOYER:			EMPLOYER ADDRESS:		
POSITION TITLE:			DESCRIPTION OF DUTIES:		
DATES EMPLOYED:		FROM:	TO:		
TOTAL MONTHS:	HOURS PER WEEK:	<input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME			
SALARY: \$			<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> ANNUALLY		
REASON FOR LEAVING:				NUMBER SUPERVISED:	
WORK LOCATION/DIVISION:			NAME OF SUPERVISOR:		PHONE: ()

NAME OF EMPLOYER:			EMPLOYER ADDRESS:		
POSITION TITLE:			DESCRIPTION OF DUTIES:		
DATES EMPLOYED:		FROM:	TO:		
TOTAL MONTHS:	HOURS PER WEEK:	<input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME			
SALARY: \$			<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> ANNUALLY		
REASON FOR LEAVING:				NUMBER SUPERVISED:	
WORK LOCATION/DIVISION:			NAME OF SUPERVISOR:		PHONE: ()

NAME OF EMPLOYER:			EMPLOYER ADDRESS:		
POSITION TITLE:			DESCRIPTION OF DUTIES:		
DATES EMPLOYED:		FROM:	TO:		
TOTAL MONTHS:	HOURS PER WEEK:	<input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME			
SALARY: \$			<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> ANNUALLY		
REASON FOR LEAVING:				NUMBER SUPERVISED:	
WORK LOCATION/DIVISION:			NAME OF SUPERVISOR:		PHONE: ()

I understand and agree that any false statement or omission of a material fact will cause forfeiture of all rights to employment with the Superior Court of California, County of Los Angeles.

My signature affirms that all information on this application is true and authorizes all employers and institutions to release to the Superior Court of California, County of Los Angeles confidential information related to me.

APPLICANTS WITH A DISABILITY: If you require special testing arrangements, please contact Human Resources at (213) 974-0036 at the time of filing the application. The Court will make every reasonable effort to accommodate your needs.

SIGNATURE: _____ DATE: _____

This page (front and back) of the application will not be available to an interview board.

Proper conduct by Court employees inspires public confidence and trust in the Court and conveys the values of impartiality, equality, and fairness that brings integrity to the Court's work. Court employees are expected to demonstrate, through both words and actions, the highest level of personal integrity and honesty in all professional and personal dealings. Employees are also to refrain from any perceived or actual impropriety including violating the law.

The Court conducts criminal background checks on candidates to whom it makes offers of employment. Existence of a criminal record is not an automatic bar to employment. In evaluating an applicant's suitability for Court employment, the Court will consider such factors as the nature and recency of the offense(s), the number of offenses and any mitigating circumstances.

Full and complete responses to the questions below are required and will be carefully evaluated and verified. Employees' fingerprints are sent to State and Federal agencies for a check of criminal record history. **Any false statement or omission of a material fact will cause forfeiture of all rights to employment.**

Current employees of the Superior Court of California, County of Los Angeles, applying for a **promotion** are not required to list misdemeanor convictions occurring prior to original appointment (date of hire). However, any felony conviction(s), regardless of conviction date(s), must be listed.

ARREST AND CONVICTION INFORMATION

Pursuant to California Labor Code section 432.7, the Court, as a criminal justice agency, may inquire about arrests including those that did not result in convictions.

1. Have you ever been convicted of an offense(s) in any criminal or military court or has a juvenile court petition(s) ever been filed against you and found true? Please mark the appropriate box below and, if "Yes," please explain in the chart below. Note: Exclude any offense(s) which resulted in the successful completion of a deferred entry of judgment program(s) (pre-trial diversion) or any offense(s) where the court record has been sealed.

☐ YES ☐ NO

2. Are you currently being charged, or have you ever been charged, for any violation(s) of law other than minor traffic violations—examples of a minor traffic violation include driving without a license or with a suspended license, speeding, failing to signal, etc. Please note that "driving under the influence" and "reckless driving" are not minor violations. Please mark the appropriate box below and, if "Yes," please explain in the chart below.

☐ YES ☐ NO

3. Have you ever been arrested or detained by any law enforcement agency or military authority including any arrests while a juvenile? Please mark the appropriate box below and, if "Yes," please explain in the chart below. Note: Exclude any arrests which resulted in the successful completion of a deferred entry of judgment program(s) (pre-trial diversion) or any arrests where the records have been sealed.

☐ YES ☐ NO

If the response to Question 1, 2 and/or 3 is "Yes," provide the information requested below (attach additional sheets if necessary using the same format).

Date	Offense & Location (City/State)	Disposition

4. As an adult, has a warrant(s) ever been issued for your arrest? Please mark the appropriate box below and, if "Yes," please explain in the chart below. Include date(s), reason(s), and disposition of warrant(s). Note: Exclude warrants which resulted in the successful completion of a deferred entry of judgment program(s) (pre-trial diversion).

☐ YES ☐ NO

Date	Reason	Disposition

Separation from Employment under Unfavorable Circumstances

5. While on probation or on a similar type of on-the-job trial period, were you ever terminated, discharged, released, or did you resign? Mark the appropriate box below.

☐ YES ☐ NO

6. Have you ever been terminated from any employment, or did you resign while you were under investigation, or after being informed discipline would be taken, or under any other unfavorable circumstances? Mark the appropriate box below.

☐ YES ☐ NO

If the response to Question 5 and/or 6 is "Yes," provide the requested information below (attach additional sheets if necessary using the same format). Employees of the Superior Court of California, County of Los Angeles must disclose all failures of probationary periods while employed by the Court but are not required to list such failures or terminations of employment occurring prior to original Court appointment.

Date	Employer	Reason for Discharge/Resignation and/or Failure of Probation

I certify that the above information is true and correct and that I have not misrepresented my qualifications and/or background. I understand and agree that any false statement or omission of a material fact will cause forfeiture of all rights to employment with the Superior Court of California, County of Los Angeles.

Pursuant to California Civil Code section 1786.53, I waive my right to receive copies of public records the Court obtains in the process of conducting a criminal background check on me. Please check one: ☐ YES ☐ NO

Print Name: _____

SIGNATURE: _____ DATE: _____

***Superior Court of California
County of Los Angeles***

Equal Opportunity Employer Questionnaire

EXAM NUMBER: _____

The following information is necessary for the Superior Court to evaluate its hiring practices and to prepare reports required by law for the State and Federal Government. This form will be detached from the employment application. The information contained will be confidential and will NOT be used to make a decision about your employment.

☐ FEMALE

☐ MALE

DATE OF BIRTH: ____ / ____ / ____

PLEASE COMPLETE THE FOLLOWING:

HOW DID YOU FIND OUT ABOUT THIS JOB?
(CHECK ONE OR MORE):

☐ Court Website

☐ Court Job Information Line

☐ Job Bulletin Posted at Public Agency (Court, County, City, Library, etc.)

Name of Agency

☐ School Placement Office

Name of School

☐ Court or County Employee

☐ Friend or Relative

☐ Newspaper

☐ Professional Conference

☐ Other—Please Specify: _____

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ETHNIC GROUP

Please check one box which best identifies you:

☐ 1 WHITE

☐ 3 BLACK / AFRICAN AMERICAN

☐ 5 HISPANIC (Mexican-American, South or Central American, Cuban, Puerto Rican, etc.)

☐ 6 AMERICAN INDIAN (Subject to verification)

☐ 7 ASIAN-PACIFIC ISLANDER
(Chinese, Japanese, Korean, Southeast Asian, persons having origins on the Indian subcontinent, etc.)

☐ 8 FILIPINO

☐ OTHER: _____

ARE YOU A PERSON WITH A DISABILITY? ☐ NO ☐ YES

Please explain and advise the Human Resources Department if you will need special accommodations to participate in the examination.

You may submit your application at the following Human Resources Office:

Superior Court of California, County of Los Angeles
Human Resources Administration
111 N. Hill St., Rm. 203
Los Angeles, CA 90012

**PLEASE CHECK THOSE AREAS
WHERE YOU WOULD BE ABLE TO WORK.**

- | | |
|--|--|
| <input type="checkbox"/> ALL AREAS | S <input type="checkbox"/> WHITTIER |
| A <input type="checkbox"/> CENTRAL L.A. | T <input type="checkbox"/> LONG BEACH |
| B <input type="checkbox"/> HOLLYWOOD | U <input type="checkbox"/> SAN PEDRO |
| C <input type="checkbox"/> TORRANCE | V <input type="checkbox"/> COMPTON |
| D <input type="checkbox"/> INGLEWOOD | W <input type="checkbox"/> LYNWOOD |
| E <input type="checkbox"/> AIRPORT | X <input type="checkbox"/> WEST COVINA |
| F <input type="checkbox"/> WEST L.A. | Y <input type="checkbox"/> EL MONTE |
| G <input type="checkbox"/> SANTA MONICA | Z <input type="checkbox"/> EAST L.A. |
| H <input type="checkbox"/> BEVERLY HILLS | 1 <input type="checkbox"/> MONTEREY PARK |
| I <input type="checkbox"/> CULVER CITY | 2 <input type="checkbox"/> DOWNEY |
| J <input type="checkbox"/> MALIBU | 3 <input type="checkbox"/> LOS PADRINOS |
| K <input type="checkbox"/> VAN NUYS | 4 <input type="checkbox"/> HUNTINGTON PARK |
| L <input type="checkbox"/> SAN FERNANDO | 5 <input type="checkbox"/> ALHAMBRA |
| M <input type="checkbox"/> CHATSWORTH | 6 <input type="checkbox"/> PASADENA |
| N <input type="checkbox"/> ANTELOPE VALLEY | 7 <input type="checkbox"/> MONROVIA |
| O <input type="checkbox"/> SANTA CLARITA | 8 <input type="checkbox"/> GLENDALE |
| P <input type="checkbox"/> POMONA | 9 <input type="checkbox"/> BURBANK |
| Q <input type="checkbox"/> NORWALK | 10 <input type="checkbox"/> SOUTH GATE |
| R <input type="checkbox"/> BELLFLOWER | 11 <input type="checkbox"/> LANCASTER |

VETERAN'S PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination of a person who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service.

To receive preference, a veteran must have been separated from active duty in the Armed Forces with an honorable or general discharge. As defined in Title 10, U.S.C., Section 101(4), "Armed Forces" means the Army, Navy, Air Force, Marine Corps, and Coast Guard. Active duty for training in the military Reserve and National Guard programs is not considered active duty for veteran's preference.

A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veteran's preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

DO YOU CLAIM VETERANS' CREDIT? ☐ **YES** ☐ **NO**

If yes, attach a copy of your DD214 or other official document to this application.