

APPLICANT'S NAME (Last)	(First)	(M.I.)	EASY ID
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EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL?		IF NOT, DO YOU POSSESS A GED OR EQUIVALENT?		IF NOT, ENTER THE HIGHEST GRADE YOU COMPLETED	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
UNIVERSITY OR COLLEGE—NAME AND LOCATION, BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOL	COURSE OF STUDY	UNITS COMPLETED		DIPLOMA, DEGREE OR CERTIFICATE OBTAINED	DATE COMPLETED
		SEMESTER	QUARTER		

LICENSES – LIST APPLICABLE LICENSES AND CERTIFICATES INDICATED IN THE EXAMINATION BULLETIN.
(If you are an attorney, please indicate the date you were admitted to the Bar under the Issue Date column, if stated on the examination bulletin.)

LICENSE/CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE	IN THE SPACE BELOW, INDICATE SPECIFIC COURSE REQUIREMENTS NEEDED TO SATISFY REQUIREMENTS FOR THIS EXAMINATION

EMPLOYMENT HISTORY– Begin with your most recent job. List each job separately.

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED		ADDRESS	
\$	PER		
DUTIES PERFORMED			

REASON FOR LEAVING

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED		ADDRESS	
\$	PER		
DUTIES PERFORMED			

REASON FOR LEAVING

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HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED		ADDRESS	
\$	PER		
DUTIES PERFORMED			

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SALARY EARNED		ADDRESS	
\$	PER		
DUTIES PERFORMED			

REASON FOR LEAVING

EXAMINATION/EMPLOYMENT APPLICATION

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EQUAL EMPLOYMENT OPPORTUNITY

(For Examination Use Only)

APPLICANT: To assist the State of California in its commitment to Equal Employment Opportunity, applicants are asked to voluntarily provide the following information. This questionnaire will be separated from the application prior to the examination and will not be used in any employment decisions. Government Code Section 19705 authorizes the State Personnel Board to retain this information for research and statistical purposes.

APPLICANT IDENTIFICATION NUMBER (EASY ID)				EASY ID	
FIRST 3 LETTERS OF LAST NAME AT BIRTH	<input type="text"/> <input type="text"/> <input type="text"/>	MONTH OF BIRTH	<input type="text"/> <input type="text"/>	DAY OF BIRTH	<input type="text"/> <input type="text"/>
AGE				GENDER	
<input type="checkbox"/> (1) UNDER 21	<input type="checkbox"/> (3) 21 - 39	<input type="checkbox"/> (6) 40 - 69	<input type="checkbox"/> (7) 70 AND OVER		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

Ethnic Category (Please check the box that best describes your race/ethnicity.):

☐ (7) **AMERICAN INDIAN OR ALASKAN NATIVE**—Persons having origins in any of the tribal peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

ENTER TRIBAL IDENTIFICATION OR AFFILIATION _____

☐ (2) **ASIAN**—Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes China, Japan, and Korea.

☐ (1) **BLACK**—Persons having origins in any of the black racial groups of Africa.

☐ (8) **FILIPINO**—Persons having origins in any of the original peoples of the Philippine Islands.

☐ (4) **HISPANIC**—Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

☐ (6) **PACIFIC ISLANDERS**—Persons having origins in the Pacific Islands, such as Samoa.

☐ (5) **WHITE**—Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Check if:

☐ (3) **OTHER** (Specify) _____

☐ (Y) **DISABLED**—A person with a disability is an individual who: (1) has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; or (3) is regarded as having such an impairment or medical condition.

☐ **MILITARY**—A military veteran; a widow or widower of a veteran; or a spouse of a 100% disabled veteran.

How did you learn of this Examination?

<input type="checkbox"/> TELEPHONE JOB LINE	<input type="checkbox"/> WORD OF MOUTH	<input type="checkbox"/> INTERNET
<input type="checkbox"/> ADVERTISEMENT IN _____	<input type="checkbox"/> EXAMINATION BULLETIN LOCATED AT _____	

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

INSTRUCTIONS

Read the following instructions carefully before completing this Application. Please complete the Application on a typewriter or personal computer or print in ink. All questions **must** be answered completely and accurately, except as noted. You may be disqualified for any false or misleading statements or for omitting information. The information you furnish will be used to determine your eligibility and/or may be the basis for arriving at your final rating in an examination. During the course of an examination, you may be requested to provide additional information regarding your qualifications, your preference regarding work location, shifts, etc.

Easy ID - You are required to provide the following tracking information on the application. The first three letters of your last name at birth, the month and day of your birth and the last four digits of your social security number. If you have already established an Easy ID in the online system and it is different, please provide that Easy ID.

Social Security Number - Providing this is voluntary in accordance with the Privacy Act of 1974 (PS 93-579). However, if the Social Security Number is not provided, the department administering this examination will be unable to process your application for purposes of granting Veteran's Preference points, Career Credits, written test waivers, or to check for eligibility in promotional examinations.

Home/VRS/TTY Number - Provide your 10-digit home telephone, Video Relay Service (VRS) phone number, or Text Telephone (TTY) phone number.

Examination Title/Job Title - Fill in the exact title of the examination from the examination bulletin. Promotional examinations are only available to those who currently meet the criteria to apply on a promotional basis (i.e., civil service employee, veteran, legislative employee, etc.). If applying for a vacant position, enter the class title of the position/vacancy for which you are applying.

Question 2 - Reasonable Accommodation will be provided to applicants who need assistance to take an interview or written test. If you check "Yes" you will be contacted via telephone or mail to make specific arrangements.

Question 5 - Employment History/Discharges. Question 5 must be answered by all applicants. You must answer "Yes" if you have ever, because of poor performance or misconduct, been fired, dismissed, or terminated from a job, or had an employment contract terminated. Explain any "Yes" answers in the Explanations section. Include the facts in brief, the grounds for any action taken against you, and the circumstances under which you left the position.

In completing this application, you do not need to answer "Yes" to Question 5 if:

- you have been rejected during a probationary period; or
- your employer withdrew the firing, dismissal, termination, or contract termination (either voluntarily or as part of a settlement); or
- a court or administrative agency overturned or revoked the firing, dismissal, termination, or contract termination.

If asked about past employment history by a prospective employer during the hiring process or probationary period, however, applicants are required to tell the truth regarding any firing, dismissal, termination, contract termination or rejection during probationary period, whether or not the action was overturned, revoked, or withdrawn (either voluntarily by the employer or, as part of a settlement agreement). Applicants are also required to provide factually correct information on the Employment History section of the application.

Questions 8 and 9 - These questions should be answered only if the examination bulletin indicates (a) a minimum or maximum age requirement for eligibility; and/or (b) a California Driver License requirement.

Explanations - Use this section to explain the details of any response that requires additional information. Be thorough, and attach additional sheet(s) if needed.

Signature - Your signature and the date signed is required. If the Application is not signed, it may be rejected.

Education - You must include a complete record of your training and educational background. Please read the Requirements section of the examination bulletin carefully for any special educational requirements. If more space is needed, attach additional sheet(s).

Licenses - If the examination bulletin calls for a specific license, professional certificate, or membership in a professional organization, list the full name of the license, certificate or organization, the license number, and the official expiration date of the document or membership.

Experience - You must include a complete list of your paid and/or volunteer work experience **which relates to the qualification requirements specified on the examination bulletin**. List all relevant jobs, during the past 10 years, regardless of duration, including part-time and military service. You should also list volunteer experience and jobs held more than ten years ago if they relate directly to the job for which you are applying. **State employees must list the specific departments for which they worked and indicate the specific civil service class title(s) held.**

Examinations Granting Veteran's Preference Points - If you have not previously applied for and been approved Veteran's Points, you must apply for the points by completing and submitting the Application for Veteran's Preference Form SPB-1093 to the State Personnel Board.

NOTE: Your completed Application and other examination related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code Section 18934. This Application and other confidential information **will not be returned**; therefore, we recommend that you keep a copy of your completed Application for your personal records. Your rights to inspect your examination papers are set forth in Sections 186-189 of Title 2 of the California Code of Regulations, which can be accessed on the State Personnel Board's website at www.spb.ca.gov.

PLEASE ENTER YOUR NAME ON PAGES 1 THROUGH 4 AND STAPLE ALL PAGES OF THE APPLICATION TOGETHER BEFORE SUBMITTING!

APPENDIX: Resume

STEPHEN B. KENT

735 College Street Woodland, CA 95695 (530) 668-8663 – stephen.b.kent@sbcglobal.net

Career Focus I am passionate about customer support with broad skills and experiences in help desk, software development, network administration, hardware and software.

Accomplishments

- o Reduced overall IT expenditures by \$170K per year for Arcadia Biosciences.
- o Managed 4 employees in all aspects of computer and network-related hardware and software support for 70 users and 100+ computers across 4 geographically diverse locations for Arcadia Biosciences
- o Realized an annual cost savings of \$1M+ for Calgene.
- o Managed an annual operating budget in excess of \$2M for Calgene.

Experience

Manager – Information Technologies/Programmer-Analyst/Network Support

March 2007 – September 2011 Document Fulfillment Services - West Sacramento, CA

- o Responsible for requirements planning, justification, creation of RFPs and negotiations for IT hardware/software purchases and IT services.
- o Managed audit conducted by Sonoma County. Worked closely with the audit staff to create policies and procedures resulting from the audit process.
- o Worked closely with customers to analyze requirements, develop, test and product printed output for statements, invoices and other financial documents. Successfully resolved customer 'data issues' by developing new or modifying existing programs to achieve desired results under extremely critical time frames.

Manager – Information Technologies

March 2005 – November 2006 Arcadia Biosciences, LLC - Davis, CA

- o Managed 4 employees in all aspects of computer and network-related hardware and software support for 70+ users and 100+ computers across 4 geographically diverse locations.
- o Reduced overall IT expenditures by \$170K/year by designing and implementing a proprietary network infrastructure.
- Managed migration from parent company's network.
- o Responsible for annual operating and capital budgeting.

Independent Consultant/Contractor

2003 – 2005 Self employed - Davis, CA

- o Website development – Get Tutored, Inc. – Falmouth, MA
- o Educational program development – KLEIN Educational Systems – Davis, CA.
- o Help desk technician – UC Davis – Dept of Architects & Engineers – Davis, CA.

Manager – Information Technologies

1994 – 2002 Calgene, LLC - Davis, CA

- o Managed 7 employees in all aspects of computer and network-related hardware and software support for 400+ users across 5 geographically diverse locations.
- o Realized an annual cost savings to company of \$1M+ by successfully leading an effort to obtain company-wide adoption of a Research and Greenhouse Inventory Management System developed in Davis
- o Responsible for annual operating budget in excess of \$2M as well as a \$200K capital budget.

Programmer Analyst/Software Release Analyst

1988 – 1993 Ross Systems, LLC – Redwood City, CA

- o Worked with all departments and levels of the company to coordinate all aspects of the software release function for software including maintenance releases as well as new functionality releases.
- o Participated on the development team responsible for successfully writing a General Ledger Cost Allocation module funded by Microsoft Corporation.

Education Alfred University, Alfred, New York

BS – Business Administration

References References are available on request.