

➤ Please complete all sections regardless of whether or not you attach a resumé. Please print or type.

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number and street

\_\_\_\_\_ City State ZIP code

Phone (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Business phone Home phone

List any former names under which you have worked or attended school:  
 \_\_\_\_\_

I am applying for  
 the position of: \_\_\_\_\_

I have word processing and/or computer experience on \_\_\_\_\_  
Hardware

\_\_\_\_\_ and have used \_\_\_\_\_  
Software programs

**For clerical applicants only:** I certify that I can type at a speed of \_\_\_\_\_ wpm.

<u>Education</u>	Name and location of college or university; business, correspondence, trade, or service school	Course of study	Type of degree or certificate received <i>(If none, enter "None.")</i>	If no degree received, enter number of units completed	
				Semester units	Quarter units

Currently valid certificates of professional or vocational competence, licenses and expiration dates, memberships in professional associations *(You may exclude those that indicate race, creed, sex, marital status, age, color, national origin, or physical handicap):*

\_\_\_\_\_

**For attorney applicants only:** Enter date of bar admission \_\_\_\_\_

High school graduate .....  Yes  No

G.E.D. ....  Yes  No

Were you ever discharged or rejected during probation, or have you resigned under threat of discharge or unfavorable circumstances from any employment? You may omit any incident occurring over 10 years ago.  Yes\*  No

*\*If your answer is yes, give details:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It is the policy of the judicial branch to hire only United States citizens and aliens authorized to work in the United States. Documentation of eligibility to work in the United States will be required as a condition of employment.

**Please complete both sides of this application and return to:**

**Administrative Office of the Courts  
 Human Resources Division  
 455 Golden Gate Avenue, 7<sup>th</sup> Floor  
 San Francisco CA 94102**

AOC-APP (Rev. 05/07)



**Experience**

➤ **Please complete all sections regardless of whether or not you attach a resumé.** Begin with your most recent experience. List all experience in the last 10 years, including U.S. military service. Give details on the work experience that you believe meets the minimum requirements for this position. If necessary, go back more than 10 years to demonstrate your qualifications. For each job worked, show actual time (number of hours per day or per week) spent in such experience. Also, list any volunteer experience that you believe helps you meet the requirements of the job for which you are applying.

Period of employment	Job classification and most important duties performed	Name and address of employer
From:                      To: ___ / ___ / ___    ___ / ___ / ___ Total: _____ years    _____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: _____                      Salary: \$ _____ Duties:  No. of employees supervised: _____ Reason for leaving: _____	Supervisor's name: and phone:
From:                      To: ___ / ___ / ___    ___ / ___ / ___ Total: _____ years    _____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: _____                      Salary: \$ _____ Duties:  No. of employees supervised: _____ Reason for leaving: _____	Supervisor's name: and phone:
From:                      To: ___ / ___ / ___    ___ / ___ / ___ Total: _____ years    _____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: _____                      Salary: \$ _____ Duties:  No. of employees supervised: _____ Reason for leaving: _____	Supervisor's name: and phone:
From:                      To: ___ / ___ / ___    ___ / ___ / ___ Total: _____ years    _____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: _____                      Salary: \$ _____ Duties:  No. of employees supervised: _____ Reason for leaving: _____	Supervisor's name: and phone:
From:                      To: ___ / ___ / ___    ___ / ___ / ___ Total: _____ years    _____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: _____                      Salary: \$ _____ Duties:  No. of employees supervised: _____ Reason for leaving: _____	Supervisor's name: and phone:

**Certification  
by Applicant**

**Read carefully before signing:** I acknowledge that the California judicial branch is an "at-will" employer. This means that both the employer and the employee have the right to terminate employment at any time, with or without notice and with or without cause. No one other than the Chief Justice has the authority to alter this arrangement, to enter into an agreement for a specified period of time, or make any agreement contrary to this policy.

I certify that all statements made in this application are true and accurate to the best of my knowledge. I agree and understand that any misstatements made in this application and any attachments, or omission of material fact, may result in termination of my potential or actual employment with the California judicial branch. I also understand that if I do not have the minimum qualifications for this position, I will be removed from the position when this fact is determined. Unless otherwise noted, I authorize the investigation of all statements given in this application, including contacting employers.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## ***Title of Position applied for:***

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**All applicants are asked to voluntarily provide the following information. This section will be detached from your application prior to review and will be kept separately. All information provided is strictly confidential.**

Male                       Female

Choose the ethnic group with which you most closely identify:

- (1)  White
- (2)  Black or African American
- (3)  Asian
- (4)  Hispanic or Latino
- (5)  Native Hawaiian or other Pacific Islander
- (6)  American Indian or Alaska Native
- (7)  Two or more races (not Hispanic or Latino)
- (8)  Decline to state

How did you FIRST learn about this job?

Please check one below:

- (1) Internet website (please identify specific site)
  - www. \_\_\_\_\_
  - Or
  - judicial branch website (www.courtinfo.ca.gov/jobs)
- (2) Newspaper/publication (please specify)
  - \_\_\_\_\_
- (3)  Employee referral
- (4) Community organization (please specify)
  - \_\_\_\_\_
- (5) School (please specify)
  - \_\_\_\_\_
- (6)  Direct mail
- (7) Other source (please specify)
  - \_\_\_\_\_