



COUNTY OF DEL NORTE

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

Return To:
 Del Norte County
 Human Resources Dept.
 981 H Street, Suite 250
 Crescent City CA 95531
 Phone: (707) 464-7213

Please type or print clearly in ink

Position (State exact job title for which you are applying)			
Name Last	First	Middle	Other names under which you have been employed
Mailing Address Street		City	State Zip Code
Phone Home: _____ Other Contact Number _____ Cell: _____		Correctional Officer & Youth Counselor Applicants Only Male ___ Female ___	
Email Address: _____			

<i>Answer the following questions by placing an "x" in the YES or NO column.</i>	YES	NO
Are you 18 yrs. of age or older?		
Are you a U.S. citizen?		
A. Are you presently working for the County of Del Norte? If yes, Extra-Help _____ Permanent _____ Note position and department in the next section.		
B. Have you worked for the County of Del Norte in the past? If yes, note position(s), department(s), and separation date(s) in the next section.		
C. Do you have any relatives employed by the County of Del Norte? If yes, list names, relationship, and department in next section.		
D. Have you applied for or are you receiving retirement benefits from the Public Employees Retirement System (PERS)?		
E. Were you ever discharged or forced to resign from a position?		

Use this space to explain any "Yes" answers to questions A. through E. or for any other supplementary information. Attach additional sheets if necessary.

*Some positions require applicants to be fingerprinted and criminal and traffic records searched prior to employment.
 Some applicants may be subject to drug testing.*

OFFICE SKILLS Typing Speed _____ net wpm 10-key speed _____ net spm Software Applications/Packages _____ _____	DRIVER'S LICENSE Do you have a valid Driver's License? Yes _____ No _____									
TYPE OF WORK Indicate the type of work you would be willing to accept. <table style="width:100%;"> <tr> <td>Permanent</td> <td>Extra-Help</td> <td>SHIFTS</td> </tr> <tr> <td>Full time _____</td> <td>Full time _____</td> <td>Days _____ Evenings _____</td> </tr> <tr> <td>Part time _____</td> <td>Part time _____</td> <td>Weekends _____ Rotating _____</td> </tr> </table> <p>Applicants interested in extra help will continue to be considered for regular placement</p>	Permanent	Extra-Help	SHIFTS	Full time _____	Full time _____	Days _____ Evenings _____	Part time _____	Part time _____	Weekends _____ Rotating _____	HUMAN RESOURCES USE ONLY Application Accepted: Yes _____ No _____ Rejected: _____ Failed application review _____ Failed after deadline _____ Failed written test _____ Failed oral interview
Permanent	Extra-Help	SHIFTS								
Full time _____	Full time _____	Days _____ Evenings _____								
Part time _____	Part time _____	Weekends _____ Rotating _____								

EDUCATION AND EXPERIENCE

Please read the requirements section of the job flyer before completing this side.
Attach additional sheet(s) if necessary

Education	High School Graduate Yes _____ No _____ If no, highest grade completed _____		
	Passed High School Equivalency or GED Yes _____ No _____		
Name & location of college/university/other school(s)	Study or Major	Units	Type of Degree Received

Certificates of professional or vocational competence, or licenses pertaining to position.				Bilingual Skills	
Type	State of Issue	Date Issued	Expiration Date	Language(s) _____	
				Read _____ Speak _____ Write _____	

EXPERIENCE: *Begin with your latest position and list all employment during the last 10 years, including U.S. Military Service, self-employment and appropriate unpaid volunteer work. THIS SECTION MUST BE COMPLETED EVEN IF YOU ARE SUBMITTING A RESUME. It is not acceptable to just make reference to your resume or other attachments below. Additional sheets may be attached if needed. Incomplete applications will not be processed.*

Period of Employment	Job Title and Most Important Duties Performed	May we contact your present employer? Yes _____ No _____
From _____ To _____ Total ___Yr(s) _____ Mo(s) Hours per week _____	Job Title: Duties: Number of People Supervised:	Name, address, & phone no. of employer: Immediate Supervisor: Reason for Leaving:
From _____ To _____ Total ___Yr(s) _____ Mo(s) Hours per week _____	Job Title: Duties: Number of People Supervised:	Name, address, & phone no. of employer: Immediate Supervisor: Reason for Leaving:
From _____ To _____ Total ___Yr(s) _____ Mo(s) Hours per week _____	Job Title: Duties: Number of People Supervised:	Name, address, & phone no. of employer: Immediate Supervisor: Reason for Leaving:
From _____ To _____ Total ___Yr(s) _____ Mo(s) Hours per week _____	Job Title: Duties: Number of People Supervised:	Name, address, & phone no. of employer: Immediate Supervisor: Reason for Leaving:

CERTIFICATE OF APPLICANT (READ CAREFULLY BEFORE SIGNING)

I certify that all statements made in this application are true and complete to the best of my knowledge and belief. I authorize investigation of all matters contained in this application. **I agree and understand any misstatement or omission of material fact on this application may be cause for forfeiture on my part of all rights of employment with Del Norte County.** I further agree to be fingerprinted, to submit to any employment related examination as specified, and to furnish such proof of meeting the conditions of employment as may be required. In addition, I agree, if it is requested, to submit to a complete medical examination after an offer of employment has been made.

Print Name: _____

Signature: _____ Date: _____

COUNTY OF DEL NORTE
APPLICANT CHARACTERISTICS QUESTIONNAIRE

The information requested here is **voluntary**, and will assist Del Norte County in evaluating its recruitment program and in accurately compiling required statistical reports for federal and state agencies. This form will not be filed with your application and will be kept separate and confidential. None of the information will be used to discriminate against or give preference to any individual.

DATE: _____

NAME: _____

POSITION APPLIED FOR: _____

SEX: Male _____ Female _____

ETHNIC ORIGIN:

- _____ White-Caucasian, Anglo-Saxon
- _____ Black-African Descent, Jamaican, Trinidadian, West Indian
- _____ Hispanic-Mexican, Chicano, Latin American, Spanish-Descent Cuban, Puerto Rican
- _____ Asian or Pacific Islander-Chinese, Japanese, Korean, Filipino
- _____ American Indian or Alaskan Native

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

- _____ Newspaper or magazine ad (name publication) _____
- _____ A job announcement post (specify location) _____
- _____ An Internet posting (specify site) _____
- _____ Other (please indicate) _____