TYPE OR PRINT IN BLACK INK ONLY

Return to: COUNTY OF ORANGE
EMPLOYMENT APPLICATION
HUMAN RESOURCES
333 W. Santa Ana Blvd.
Santa Ana, CA 92701-4062

Last Name	First Name	MI	Exact Title of Position for Which You are Applying

Street Address	Apt.#	City	State	Zip Code

Primary Phone ( ) Alternate Phone ( ) E-Mail:

NOTIFICATION METHOD:

By which method would you prefer to be notified about application status, testing dates and examination results? NOTE: If you select "Email," you may still continue to receive paper notices from certain employers, depending on their preferences.

☐ Email or ☐ Paper

WORK AVAILABILITY:

Will you accept (Check boxes that apply)

☐ Any ☐ Regular ☐ Full-time ☐ Extra-help (no benefits) ☐ Part-time ☐ Limited-term ☐ Summer Only (no benefits)

SHIFT: ☐ Any ☐ Day (8a.m.-5p.m.) ☐ Swing (3p.m.-11p.m.) ☐ Nights (11p.m.-7a.m.) ☐ Weekend ☐ Rotating Shifts

WORK LOCATION ☐ Any ☐ North County ☐ South County ☐ East County ☐ West County ☐ Central/Civic Center

LANGUAGES:

(Other than English) in which you are fluent:

DRIVER'S LICENSE:

Do you possess a valid Driver's License? ☐ Yes or ☐ No Driver's License State: _____

Driver's License Number: _____ Expires: _____

Driver's License Class: ☐ Class A (Heavy Trucks) ☐ Class B (Buses) ☐ Class C (Auto/Light Truck)

EDUCATION:

Highest level of education: _____

High School attended _____

Select degree/certificate you have earned:

☐ High School Diploma ☐ 2 Year Degree
☐ High School Proficiency Test ☐ 4 Year Degree
☐ G.E.D ☐ Post Graduate Degree

OFFICE USE ONLY:

☐ **Accepted**
☐ **Declined:**

Eligible Date:

Score Band:

1 Lacks Educ./Exp.
2 Lacks Lic./Certif.
3 Incomplete App
4 Late Submission
5 No Supplemental
6 Non County Employee
7 Lacks PO Standard
8 Non Department Emp.

BY: _____

Date: _____

COLLEGE/UNIVERSITY: Include the name of the college/university attended, city, state, country, start/end date, major or course of study, and type of degree.

OTHER TRAINING COMPLETED: Include agency providing training and length of training.

SKILLS: Include skill level and experience (years & months)

PROFESSIONAL LICENSE/CERTIFICATION: Include license/certification possessed, number, issued by, and issue/expiration date.

CURRENT or FORMER COUNTY EMPLOYEE:

If you are a current or former County of Orange employee complete the following information:

Job Title: _____

Start Date: _____ End Date: _____

Agency/Department: _____

Your Full Name Then: _____

OBJECTIVE:

JOB EXPERIENCE / WORK HISTORY:

Your experience is important! It determines your success in competing with other job applicants. In the box provided below, please include all experience gained which relates to the job you are applying for. **Be sure to include: Company names, addresses, positions held, employment dates (month/year), full-time/part-time, duties and reasons for leaving. (Please see the example directly below)**

Examples:

County of Orange
10 Civic Center Plaza,
Santa Ana, CA 92701
Staff Analyst III, Project Manager
February 1999 -present, part-time (20 hours per week)
Duties - Plan and direct activities of a multi-faceted County-wide project of limited duration; evaluate progress and resolve difficulties including those crossing departmental lines; provide project leadership and advice to high level steering committees; provide technical direction and expertise related to project area. Manage project staff including vendor, subcontractor and County personnel.
I am looking for a promotional opportunity in my career.

Private Industry
1234 Main Street
Orange, CA 92663
Manager, Projects
September 1994 – February 1999, full-time
Duties - provide technical direction and expertise related to project area such as vendors and subcontractors, manage dealer support for 11 Western States, supervise 7 Regional Technical Representatives, Regional Technical Manager
I am looking for a rewarding and positive work environment with the County.

Job Experience/Work History:

Job Experience/Work History:

Job Experience/Work History:

Job Experience/Work History:

JOB RELATED EQUIPMENT OPERATED:

CERTIFICATE OF APPLICANT: I certify that all statements, including my contact information, made in this application and the attachments are true and I agree and understand that misstatements or omissions of any material fact may be cause for further investigation and may lead to disqualification or dismissal. I also grant permission for the County to verify any and all information contained within by contacting former employers and schools, etc.

May we contact your employer? ☐**Yes** ☐**No**

Pursuant to the Immigration Reform and Control Act (IRCA) of 1986, all new hire applicants will be required to show proof of legal residence entitling them to work in the United States prior to becoming an employee of the County of Orange.

Signature _____ Date _____

Equal Employment Opportunity Data / Personal Information

The County of Orange 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.

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This information will be kept confidential

Gender: ☐ Male ☐ Female

Ethnic Origin (Please select one):

- A ☐ Asian (Includes Japanese, Chinese, Korean or Vietnamese)
- B ☐ Black (Includes African, Jamaican, Trinadian, and West Indian)
- F ☐ Filipino (includes only Filipino)
- H ☐ Hispanic (Includes Mexican, Puerto Rican, Cuban, Latin American or Spanish)
- I ☐ American Indian or Alaskan Native (based upon Tribal Association)
- P ☐ Pacific Islander
- W ☐ White (Includes Indo-European, Pakistani, East Indian)
- T ☐ Two or more of the above ethnicities
- O ☐ Other _____

Are you a veteran? (as defined below) ☐ Yes ☐ No

Dates of Military service _____ From _____ To

Are you 40 years of age or older? ☐ Yes ☐ No

VETERANS: Any person who has served full time in the U.S Armed Forces during the periods December 11, 1941 to January 31, 1955; or the period after August 5, 1964, and who has been discharged or released under conditions other than dishonorable. (Does not include persons who served only in auxiliary or reserve components whose service therein did not exempt him/her from the operation of the Selective Training and Services Act of 1940).

CONVICTIONS:

As an adult, have you ever been convicted of a crime by any court? (omit minor traffic violations). ☐ Yes ☐ No

If "Yes", complete details below. Please note that conviction is not an automatic bar to employment. Each case is considered individually.

Please include: Offense(s), place(s), date(s), and penalty(s).

ADVERTISING EFFECTIVENESS SURVEY:

How did you hear about this position? (check box that applies)

- ☐ County Web Site/Internet
- ☐ County Email
- ☐ County employee/friend
- ☐ Posted Job Announcement
- ☐ Newspaper/Magazine: Which? _____
- ☐ Virtual Employment Center
- ☐ Radio announcement: Which station? _____
- ☐ Job Recording Line
- ☐ Other: Specify:_____

Signature _____ Date _____