



Contra Costa County

EMPLOYMENT APPLICATION AN EQUAL OPPORTUNITY EMPLOYER

Contra Costa County Human Resources
651 Pine Street – 2nd Floor
Martinez, California 94553-1292
www.cccounty.us/hr

DATE RECEIVED

For Human Resources Use Only	
Accepted	Rejected
Analyst _____	Date _____
Reason: Educ.	License/Cert.
Exp.	Incomplete
Other _____	

Administrative Intern
Bid/Transfer
Deep Class Reassignment
Exempt
Flexibly Staffed Promotion
Student Intern
Temporary
Temporary Upgrade

POSITION APPLYING FOR:

Print Exact Job Classification Title _____

PLEASE TYPE OR PRINT IN INK

1. _____ Social Security Number – for Applicant/Employee Record Control (Voluntary)			
2. Name:			
Last Name		First Name	Middle Name
3. Address:			
No.	Street	Apt. No.	City
State/Zip Code			
4. Phones: () () ()			
Home/CRS/TTY		Work	Cell Phone
5. E-mail Address: _____			
Driver's License:			
State	Number	Expiration Date	
6. After employment, can you submit verification of your legal right to work in the U.S.? Yes No			
7. Have you ever been rejected during a probationary period, forced to resign in lieu of termination, dismissed, fired, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons within the last ten (10) years?			Yes
			No
8. Are you fluent in any language other than English? If so, please specify: _____			
9. Are you applying for Veterans' Preference Credit? In open examinations, Contra Costa County will add 5% to your earned examination score if you pass the examination AND qualify for Veterans' Preference Credit.			
In order to qualify for Veterans' Preference Credit, a person shall:			
(a) have (1) served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard in time of war, in any expedition of the Armed Forces of the United States, or continuously on active duty for more than 180 days, and (2) received an honorable discharge or certificate of honorable act of service;			
(b) or be a disabled veteran;			
(c) and present to the Director of Human Resources not later than the closing date specified in the examination announcement, acceptable evidence of the required military service.			
Please mark (X) in the box if you are applying for Veterans' Credit and have attached the proper documentation.			Verify (v)
10. Are you currently a Contra Costa County employee? Yes No If yes, enter Employee Number _____			
Merit System Title _____			

EQUAL EMPLOYMENT OPPORTUNITY

To assist Contra Costa County in its commitment to Equal Employment Opportunity, applicants are asked to voluntarily provide the following information. To demonstrate that we meet equal employment opportunity requirements, periodically we must report statistical information about applicants and employees to the State and Federal Governments. When reported, data will not identify a specific individual. This questionnaire will be detached from the application prior to the examination, will be kept separate and confidential and will not be used in employment decisions.

Please answer all questions by placing an "X" in the appropriate box. (see reverse for definitions)

RACE/ETHNICITY: Only one box may be marked. Person of mixed races should classify according to the ethnic group with which they identify.

1	<u>American Indian or Alaska Native</u> (Not Hispanic or Latino)	NAME	_____
2	<u>Asian</u> (Not Hispanic or Latino)		
3	<u>Black or African American</u> (Not Hispanic or Latino)	POSITION APPLYING FOR	_____
4	<u>Filipino</u> (Not Hispanic or Latino)		PRINT EXACT JOB CLASSIFICATION TITLE
5	<u>Hispanic or Latino</u>	AGE:	UNDER 40 40 OR OVER
6	<u>Native Hawaiian or Other Pacific Islander</u> (Not Hispanic or Latino)		
7	<u>White</u> (Not Hispanic or Latino)	GENDER:	MALE FEMALE
8	<u>Two or More Races</u> (Not Hispanic or Latino)		
9	Unknown		

11. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma

G.E.D. Certificate

California High School Proficiency Certificate

Highest Grade or Education Level Achieved? _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded		Units Completed		Degree Type	Date Degree Awarded
		Yes	No	Semester	Quarter		
A)		Yes	No				
B)		Yes	No				
C)		Yes	No				
Other schools / training completed:	Course Studied	Hours Completed		Certificate Awarded			
D)							
Licenses, certificates or registration required for this job	Title	Issue Date		Expiration Date		Number	
E)							

12. **THE FOLLOWING SECTION MUST BE FILLED OUT COMPLETELY. List experience that relates to the qualifications as required on the job announcement. Begin with your most recent experience. List each promotion separately. Use additional sheets if necessary. Voluntary non-paid experience will be accepted if job related. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.**

A) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____ To _____ Total _____ Yrs. Mos. Hrs. per week _____ Volunteer	_____ _____ _____ Title _____ Reason for Leaving _____	_____ _____ _____ _____ _____
B) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____ To _____ Total _____ Yrs. Mos. Hrs. per week _____ Volunteer	_____ _____ _____ Title _____ Reason for Leaving _____	_____ _____ _____ _____ _____
C) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____ To _____ Total _____ Yrs. Mos. Hrs. per week _____ Volunteer	_____ _____ _____ Title _____ Reason for Leaving _____	_____ _____ _____ _____ _____
D) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____ To _____ Total _____ Yrs. Mos. Hrs. per week _____ Volunteer	_____ _____ _____ Title _____ Reason for Leaving _____	_____ _____ _____ _____ _____
E) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____ To _____ Total _____ Yrs. Mos. Hrs. per week _____ Volunteer	_____ _____ _____ Title _____ Reason for Leaving _____	_____ _____ _____ _____ _____

13. How did you hear of this position? CCC Website Walk-In Advertisement CCC Job Hotline Other _____

14. I authorize the employers and educational institutions identified in this employment application to release any information they have concerning my employment or education to Contra Costa County Yes No May we contact your present employer? Yes No

15. I certify that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements, regardless of when they are discovered, may result in my disqualification from the examination process or dismissal from employment with Contra Costa County.

SIGNATURE OF APPLICANT

DATE

DEFINITIONS:

- American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam.
- Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- Filipino (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Philippine Islands.
- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.
- Unknown**