

EMPLOYMENT APPLICATION

Equal Opportunity/Affirmative Action Employer

Return in person: Personnel Services 201 Fourth Street Yreka CA 96097	County of Siskiyou Personnel Services (530) 842-8006	Return in mail: Personnel Services County of Siskiyou PO Box 750 Yreka CA 96097-0750
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Instructions: Thank you for your interest in employment with the County of Siskiyou. Resumes are welcome but may not be substituted for the completed application. Please type or clearly print in black ink, and answer all questions completely and correctly. We are an Equal Opportunity/Affirmative Action Employer and welcome applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition or disability.

Personal Information

Position Applying for: _____			
Last Name: _____		First: _____	Middle Initial: _____
Other names you have used: _____			
Mailing Address: _____		City: _____	State: ___ Zip: _____
Home Phone: _____		Alternate Phone: _____	Social Security No: _____
Indicate the type of appointment(s) you will accept:		Indicate your availability to work the following:	
Full time regular position (40 hours/week)		Yreka	Weed/Mt. Shasta
Part time regular position		Dorris/Tulelake	Happy Camp
Temporary position		Etna/Scott Valley	Montague
Indicate your availability to work the following: *		Day	Evening
			Summer Only
* Important: Employment with the County may require transfer to different shifts or work locations. In accepting employment with the County, you are consenting to such transfers.			
Have you ever been employed by the County of Siskiyou?		Yes	No
		If yes, when?	_____
Are any of your relatives employed by the County?		Yes	No
		If yes, who?	_____
		Relationship? _____	
Do you have the right to remain legally in the United States?		Yes	No
Are you 18 years of age or older?		Yes	No
Have you ever been convicted of any crime, in any civil or military court of law, other than minor traffic offenses (e.g., parking, speeding, faulty equipment) or marijuana offenses for which the conviction is more than two years old? **		Yes	No
** If yes, please list on a separate sheet of paper the date, charge, place, court and action taken. An applicant will not be denied employment solely on the grounds of conviction of the criminal offense. The nature of the offense, date, surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.			
Complete the following question only if required for the job for which you are applying:			
Do you have a valid driver's license?		Yes	No
		Driver's License No.:	_____ State _____

Education

Circle the highest education level	High School Graduate?	Yes	No
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 BA/S MA/S JD PhD MD	Passed equivalency tests?	Yes	No
List Educational Background, Diplomas, or Degrees Received (Attach copies if required for position)			
Name/Location of College or University	Course of Study	Degree Conferred	

Professional License/Certification (List titles, expiration dates, and issuing agency) Attach copies if required for position applying for.	Special Skills

Employment History

Show your most recent position first, then list all other positions in order working down from the most recent. Give complete information. **A resume may be added but cannot substitute for this section.** If you need more space, please attach additional sheets using the same format. May we contact your present employer? Yes No

Employer:	Dates of Employment: From (mo/yr) To (mo/yr)
Address:	Base Salary: Start: End:
City, State, Zip:	Telephone: ()
Job Title:	Reason for Leaving:
Supervisor:	
Duties:	
Employer:	Dates of Employment: From (mo/yr) To (mo/yr)
Address:	Base Salary: Start: End:
City, State, Zip:	Telephone: ()
Job Title:	Reason for Leaving:
Supervisor:	
Duties:	
Employer:	Dates of Employment: From (mo/yr) To (mo/yr)
Address:	Base Salary: Start: End:
City, State, Zip:	Telephone: ()
Job Title:	Reason for Leaving:
Supervisor:	
Duties:	

Declaration and Authorization

I certify that the information in this application is correct and complete to the best of knowledge. I understand that misrepresentation or omission of any material information will be cause for cancellation of consideration for employment or, if employed, will be sufficient cause for immediate dismissal upon discovery. I understand that no offer of employment will be valid unless made in writing by the Personnel Officer. I understand that the County checks information on employment applications, and I authorize them to do so. I authorize the organization, agencies, employers, schools, and persons named on this application to provide any information about me that is requested including my application, character, and work. I hereby release the parties listed above from all liabilities or damage resulting from the disclosure or use of this information.

I understand that, if I am employed, I may be requested to take a physical examination which may include drug and alcohol testing as a condition of employment. I agree to submit to such physical examination and/or testing. I agree to submit to examination of my locker, lunch pail, tool kit, automobile, or other personal articles when located on County premises if requested to do so by County representatives. I further agree to abide by all posted rules.

Signature: _____ Date: _____

EEO Questionnaire (Do Not Remove)

Applicant: To assist the County of Siskiyou in evaluating the effectiveness of our Equal Opportunity/Affirmative Action Employment Program, applicants are asked to voluntarily provide the following information. This section is separated prior to review of the application and will not be used in any employment decision.

Position Applying for: _____

I first learned about this job through:

A friend or relative	Job announcement	County employee
Personnel Department	<i>Siskiyou Daily News</i>	<i>Medford Mail Tribune</i>
<i>Pioneer Press</i>	<i>Mt. Shasta Herald</i>	Other:

Please Complete the Following:

Sex: (check one) Female Male

Age: (check one) Over 40 Under 40

Vietnam Era Veteran? (check one) Yes No

Disability: (check one): Yes No

If yes, do you need accommodation for any portion of the recruitment process?

Yes No If Yes, please contact the Personnel Office, 842-8006, to discuss the accommodation(s) need.

Ethnicity: (check one)

American Indian or Alaskan Native

Asian or Pacific Islander

Black

Filipino

Hispanic

White (not of Hispanic origin)

Decline to State