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 Worker
- ☐ 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 Points? In open examinations, Contra Costa County will add 5% to your earned examination score if you pass the examination AND meet one of the following qualifications:**
   (1) You have served continuously on active duty for more than 180 days and received an honorable discharge by the final filing deadline for the examination; or
   (2) You are a disabled veteran.

   To apply for points, you MUST submit a copy of Form DD214 that indicates an honorable discharge or a general discharge under honorable conditions before the final filing deadline. Written verification of disability from the Veteran's Administration is required for disabled veterans. Veterans points do not apply to promotional examinations.

   Please mark (X) in the box if you are applying for Veterans' Credit and have attached the proper documentation. ☐

Verify (v)
OFFICE USE ONLY

10. **Are you currently a Contra Costa County employee?** ☐ **Yes** ☐ **No** **If yes, enter Employee Number** _____

Merit System Title _____

AK-1 (10/14)

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 ☐ American Indian or Alaska Native (Not Hispanic or Latino)
2 ☐ Asian (Not Hispanic or Latino)
3 ☐ Black or African American (Not Hispanic or Latino)
4 ☐ Filipino (Not Hispanic or Latino)
5 ☐ Hispanic or Latino
6 ☐ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
7 ☐ White (Not Hispanic or Latino)
8 ☐ Two or More Races (Not Hispanic or Latino)
9 ☐ Unknown

NAME _____

POSITION APPLYING FOR _____
PRINT EXACT JOB CLASSIFICATION TITLE

AGE: ☐ UNDER 40 ☐ 40 OR OVER

GENDER: ☐ MALE ☐ FEMALE

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 Semester	Units Completed Quarter	Degree Type	Date Degree Awarded
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. Salary $ _____ 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. Salary $ _____ 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. Salary $ _____ 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. Salary $ _____ 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. Salary $ _____ 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:

1. **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.
2. **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.
3. **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
4. **Filipino (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Philippine Islands.
5. **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
6. **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.
7. **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
8. **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.
9. **Unknown**