

EDUCATION AND TRAINING

	Name of School	City and State	If Applicable Answer Below
High School			Diploma (Y/N) _____ GED Certificate (Y/N) _____
Business, Vocational, or Other School			Major Field of Study _____ Completed? (Y/N) _____ Total Hours _____
College or University			Major _____ Type of Degree _____ Date of Graduation _____

DRIVER LICENSE INFORMATION (Courier and Mental Health Division applicants only)

If a driver license is required for a vacancy, a copy of the license **MUST** accompany this application.

Do you possess a valid driver license? _____ Yes _____ No Expiration Date: ____/____/____

Driver License Type: ____ Operator ____ Non-Commercial ____ Commercial

Class _____ Endorsement _____ State _____

SPECIAL SKILLS

List any language(s) you **SPEAK** or **READ**, other than English (including sign language):

SPEAK _____

READ _____

List any computer software programs that you are proficient in using:

Check the skills in which you are proficient:

_____ Cash Register _____ Data Entry _____ Word Processing _____ Bookkeeping _____ Spreadsheets

_____ Other Skills (please list) _____

How did you learn about the position for which you are applying? (Check the appropriate response)

_____ Visit to Human Resources Division _____ Newspaper _____ Job Line _____ Orange TV _____ Internet

_____ Clerk of Courts Employee (Name of Employee _____)

_____ Other Source (Please Specify _____)

PROFESSIONAL, SCHOOL, OR PERSONAL REFERENCES (Do not list relatives)

Name	Address	Telephone Number
1.		
2.		
3.		

WORK HISTORY

Please list all employment and volunteer experience including temporary and part-time. **Begin with present or most recent employer.** **Account for all periods,** including unemployment and service in the Armed Forces. If more than one position was held with same employer, list information in the next block(s). **If you were employed under a different name, please enter that name in the right hand margin.**

Employer (Current or Last Employer)		Dates of Employment		Work Performed
		From	To	
Address				
Telephone Numbers (Supervisor)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Hours Per Week			
Reason For Leaving				
Employer		Dates of Employment		Work Performed
		From	To	
Address				
Telephone Numbers (Supervisor)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Hours Per Week			
Reason For Leaving				
Employer		Dates of Employment		Work Performed
		From	To	
Address				
Telephone Numbers (Supervisor)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Hours Per Week			
Reason for Leaving				

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Employer		Dates of Employment		Work Performed
		From	To	
Address				
Telephone Numbers (Supervisor)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Hours Per Week			
Reason For Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Numbers (Supervisor)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Hours Per Week			
Reason For Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Numbers (Supervisor)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Hours Per Week			
Reason for Leaving				

I hereby certify that the information set forth by me in this application is true and correct to the best of my knowledge. I understand that any incorrect, incomplete, or false statements and information may invalidate this application, or subject me to discharge at any time after employment. I authorize the Orange County Clerk of Courts to contact any or all listed employers, schools, and references in order to obtain information necessary to determine my employability. I understand that all job offers with the Orange County Clerk of Courts are contingent upon satisfactory completion of employment verification, a background check, and a physical examination including screening for the presence of illegal narcotic substances. I understand that my employment for the first six months will be on a probationary basis.

Applicant's Signature _____ **Date** _____

THE OFFICE OF LYDIA GARDNER, ORANGE COUNTY CLERK OF COURTS, IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, AGE, GENDER, NATIONAL ORIGIN OR DISABILITY.