

# Butte County Job Application

3-A COUNTY CENTER DRIVE, OROVILLE, CALIFORNIA 95965-3387

Telephone: (530) 538-7651 - Fax: (530) 538-7790

TTY (For Hearing Impaired Only): (530) 538-6833

24-Hour Recruitment Hotline: (530) 538-7653

Website: [www.buttecounty.net/personnel/](http://www.buttecounty.net/personnel/)

Email: [personnel@buttecounty.net](mailto:personnel@buttecounty.net)

(Form Revision Date: 3/2008)

## INSTRUCTIONS

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION.** Failure to provide any of the required information will result in the rejection of your application. Only applications with a revision date of 3/2008 will be accepted. This application is the first step in the recruitment examination process, and in some instances, it may be the only criteria utilized in developing the list of eligible applicants. The information that you furnish will be used to determine your qualifications. Butte County is not responsible for lost or misdirected applications.

**Effective February 1, 2008**, job applications will be accepted via fax or email, in addition to the standard paper format. If an application is emailed, it must be signed and scanned into an attachment (Adobe pdf file only). All applications must be signed. Applications may be submitted at the Human Resources office and are accepted via U.S. Mail, fax, and email. Butte County may require an original signature on a submitted application at any point during the recruitment/hiring process.

### Check off each bullet item below as you complete the item.

- Qualifications for the classification outlined in the job announcement were met by the final filing date.
- Application is legible (illegible, incomplete, or unsigned applications will be rejected without review).
- A separate original Butte County Job Application was completed for each position for which you applied.
- Application was typed or printed using blue or black ink.
- With the exception of Item 8 (social security number), all requested items of information were provided.
- All relevant jobs, regardless of duration, including part-time jobs and/or military service were listed.
- A complete list of work experience, including experience which relates to the specific minimum qualification requirements stated in the job announcement was listed.
- A resume was attached (encouraged, but not required).  
Resumes will not be accepted in place of a properly completed Butte County Job Application.  
Do **NOT** use "See Resume" or similar expressions for any of the requested information.
- Completed **ALL PAGES** of the application; incomplete or illegible applications may disqualify you from further consideration in the recruitment process.
- Signed, dated, and submitted application (email, fax, in person, mail) to the Department of Human Resources **NO LATER THAN 5:00 p.m.** on the final filing date specified in the Job Announcement. Late applications will be rejected without review.

Butte County is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, disability, sex, or sexual orientation. Any person with a disability who needs accommodation during any phase of the recruitment process is encouraged to contact the Department of Human Resources in advance. Verification of disability may be required prior to accommodation.

Recruitment # \_\_\_\_\_

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

**PLEASE DO NOT DETACH**

Butte County is asking all applicants to voluntarily complete this form in order to comply with federal Equal Employment Opportunity law requirements. Your cooperation in providing this information is essential to the success of the research and evaluation program. This information is solicited on a **voluntary** basis and will **NOT** be used to make any decision about your eligibility, selection, or employment. This information will be detached from the application and will only be available to authorized personnel, and only for research and statistical purposes. It will **NOT** have any effect upon your application.

### ETHNIC ORIGIN:

The following ethnic categories have been identified by the Equal Employment Opportunity Commission (EEOC). Please check **one space only** for the ethnic category you most closely identify with.

- White (not of Hispanic origin)** – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. (W)
- Black (not of Hispanic origin)** – All persons having origins in any of the Black racial groups of Africa. (B)
- Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. (H)
- Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. (A)
- American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition; including American Indians, Aleuts, and Eskimos. (I)

- GENDER:**            Female (F)                    Male (M)
- AGE:**                Under 18 (17)            18-20 (18)            21-29 (21)            30-39 (30)  
                          40-49 (40)            50-59 (50)            60 or Over (60)
- DISABILITY:**    None (N)                Hearing (H)            Speech (S)            Developmental (D)  
                          Visual (V)            Physical (P)

### RECRUITMENT RESEARCH

**SOURCE:** How did you learn about this recruitment (*check only one*):

- Chico Enterprise-Record (01)
- Marysville Appeal-Democrat (11)
- Oroville Mercury-Register (12)
- Redding Record-Searchlight (13)
- Other Newspaper (14)
- Job Hotline (02)
- Job Flyer/Bulletin Board (03)
- Professional/Trade Journal (04)
- Friend/Relative (05)
- County Employee (07)
- County Website (06)
- Internet, Specify: \_\_\_\_\_ (08)

**EDUCATION:** Please indicate the highest grade in school that you have completed (*check only one*).

- Some High School (01)
- High School Graduate/GED (02)
- 1-2 Years of College (03)
- Associate's Degree (04)
- 2-3 Years of College (05)
- Bachelor's Degree (06)
- Master's Degree (07)
- Doctoral Degree (08)

### VETERANS' PREFERENCE POINTS

Are you applying for Veterans' Preference Points? Yes  No   
If **YES**, proof of veteran's status (DD214, or equivalent) must be attached at the time of submission of the application.  
Submissions after the final filing deadline **will not** be accepted.

Five (5) Veterans' Preference Points may be added to the passing scores of qualifying veterans. Qualified veterans with a service-connected disability of 30% or more may be eligible for an additional five (5) points. Proof of service-connected disability must be attached at the time of submission. For information concerning Veterans' Preference Points, please contact the Department of Human Resources or see Section 6.2 of the Personnel Rules.



# BUTTE COUNTY

## DEPARTMENT OF HUMAN RESOURCES

### JOB APPLICATION

1. RECRUITMENT #		2. POSITION	
3. NAME	First	Middle Initial	Last
4. STREET ADDRESS (city, state, zip)			
5. MAILING ADDRESS (city, state, zip) <small>(If different from above)</small>			
6. HOME PHONE <small>(include area code)</small>		7. MESSAGE PHONE <small>(include area code)</small>	8. Social Security Number
9. COUNTY EMPLOYMENT			
A. If you are currently employed at Butte County, in what capacity are you employed?		Regular-Help <input type="checkbox"/>	Extra-Help <input type="checkbox"/>
B. Have you ever been previously employed by Butte County?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
C. Have you worked for Butte County under another name, what name? _____			
10. CALIFORNIA DRIVER'S LICENSE: Some positions may require possession of a California Driver's License.			
Do you have a valid California Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/> Class: _____ Expiration Date: _____			
11. EMPLOYMENT ELIGIBILITY VERIFICATION (failure to complete this section will disqualify you from further consideration)			
A. Are you a citizen or national of the United States?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
B. Are you an alien lawfully admitted for permanent residence?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
C. Are you an alien authorized by the Immigration or Naturalization Service to work in the United States?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. CONVICTIONS/CRIMINAL OFFENDER BACKGROUND CHECKS:			
All applicants who are offered a position of employment with the County of Butte may be fingerprinted and must successfully pass a criminal background check prior to employment. <b>Please note that failure to disclose a conviction that is later discovered in the background check process is grounds for automatic disqualification from continuing in the recruitment process. If you are unsure whether this applies to you, you may consider contacting an attorney.</b> Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. <u>Do not include:</u> (a) Any arrest or detention that did not result in conviction, (b) Any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated, (c) Any misdemeanor conviction for which probation has been successfully completed (or otherwise discharged) <b>and</b> the case has been judicially dismissed, (d) Any arrest for which a pretrial or post-trial diversion program has been successfully completed, (e) Traffic violations under \$150.00, or (f) Convictions more than two years old for violation of Health and Safety Code Sections 11357(b) or (c) 11360(b), 11364, 11365 and 11550 as related to marijuana.			
A. Other than the exceptions noted in the paragraph above, items A through E, have you ever been convicted as an adult of a crime?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
B. Have you been arrested for and charged with a crime for which you are currently out on bail or on your own recognizance pending trial?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered YES to either of the above questions, attach an additional sheet and give (1) the date, (2) the charge or offense, (3) the City and State, (4) the court, and (5) the action taken. <b>Failure to list all convictions other than those excluded above may disqualify you from further consideration.</b>			
13. LANGUAGE SKILLS: Indicate languages in which you possess sufficient fluency to act as an interpreter (oral and written).			

**FOR DEPARTMENT OF HUMAN RESOURCES' USE ONLY**

<input type="checkbox"/> Entered into ATS	<input type="checkbox"/> Qualified	<input type="checkbox"/> Not Qualified
Entered By: _____	<input type="checkbox"/> Experience	<input type="checkbox"/> Education/not related
Reviewed By: _____	<input type="checkbox"/> Incomplete/Unsigned	<input type="checkbox"/> Late Submission
Date: _____	<input type="checkbox"/> License/Certificate	<input type="checkbox"/> Illegible <input type="checkbox"/> Other

NOTES



**EXPERIENCE Continued**

FROM (mo./yr.) _____	TO (mo./yr.) _____	JOB TITLE	EMPLOYER		
TOTAL: ___ Years    ___ Months		SUPERVISOR'S NAME/TITLE	ADDRESS		PHONE
HOURS PER WEEK: _____ <b>Do not put "various."</b>		SALARY \$ _____ per _____	NUMBER SUPERVISED	REASON FOR LEAVING	
DUTIES:					

FROM (mo./yr.) _____	TO (mo./yr.) _____	JOB TITLE	EMPLOYER		
TOTAL: ___ Years    ___ Months		SUPERVISOR'S NAME/TITLE	ADDRESS		PHONE
HOURS PER WEEK: _____ <b>Do not put "various."</b>		SALARY \$ _____ per _____	NUMBER SUPERVISED	REASON FOR LEAVING	
DUTIES:					

**REFERENCES:** List three (3) people who are not related to you and who can provide a reference. Professional references preferred.

NAME	ADDRESS	PHONE	OCCUPATION	YEARS KNOWN

**I HEREBY CERTIFY** that under penalty of perjury all statements made in connection with this application and attachments are complete and true to the best of my knowledge. I understand that supplying false or misleading information is grounds for disqualification from further consideration for employment, or for dismissal if discovered at a later date. I authorize investigation of all statements contained herein. I further authorize the references and employers listed above or on any of the attached documents to give you any and all pertinent information concerning my previous employment, personal or otherwise. I release all parties from liability for any damage that may result from furnishing the same to you.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*