

At time of hire, County employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986.

SAN BERNARDINO COUNTY EMPLOYMENT APPLICATION

FAILURE TO COMPLETE ALL ITEMS ON THIS APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THE EXAMINATION PROCESS. BOTH SIDES MUST BE COMPLETED.

1. Announcement Number: _____ Job Title (Indicate the level[s] for which you are applying)

2. Soc. Sec. No. _____ - _____ - _____

3. Your Name: _____
Last First MI

4. Mailing Address: _____
Number Street Apt. No.

City State Zip Code

5. Home Phone: _____ Business or Message Phone: _____
Area Code Area Code Extension

FAILURE TO ACCEPT A JOB OR APPEAR FOR AN INTERVIEW MAY RESULT IN REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.

6. Indicate the type of appointment(s) you will accept: A Full-time position B Temporary or recurrent position C Part-time position

7. Indicate the geographic areas where you will work. Refusing a job offer if you check its location below will result in removal from the list.

WEST END	VALLEY	LOWER DESERT	UPPER DESERT	MOUNTAINS
F <input type="checkbox"/> Ontario/Chino	H <input type="checkbox"/> San Bernardino/Colton	K <input type="checkbox"/> 29 Palms	N <input type="checkbox"/> Victorville	S <input type="checkbox"/> Crestline
G <input type="checkbox"/> Rancho Cucamonga	I <input type="checkbox"/> Fontana	L <input type="checkbox"/> Joshua Tree/ Yucca Valley	P <input type="checkbox"/> Barstow	T <input type="checkbox"/> Lake Arrowhead/ Blue Jay/Twin Peaks
	J <input type="checkbox"/> Redlands/Yucaipa		R <input type="checkbox"/> Needles	U <input type="checkbox"/> Big Bear
				V <input type="checkbox"/> Running Springs

8. Indicate your availability for the following. Refusing a shift you have selected will result in removal from the list.

A Day B Swing C Night D Rotating shifts F Weekend

9a. List any County Departments for which you **do not** wish to be considered: _____

9b. If there is only **one** department for which you do wish to be considered, put that department here: _____

10. Bilingual skills: Languages other than English in which fluent: _____ Write Speak

11. I request extra credit as a disabled veteran. (Check with Employment receptionist for requirements - (909) 387-8304.)

12. **As an adult (age 18), have you ever been convicted of a misdemeanor or felony?** Yes No **You must complete this section to be considered for the job.** Make attachments if needed. Convictions are evaluated for each position and are not necessarily disqualifying.

Date and location of conviction: _____ Penal Code violation number: _____

Explanation (Attach separate sheet, if necessary.): _____

13. How did you learn about this position? Newspaper: _____ Website: _____

Other: _____

14. If this position requires typing and/or shorthand skills, please indicate. Typing speed: Shorthand speed:

IF YOU FEEL YOU HAVE NEED FOR SPECIAL TESTING ARRANGEMENTS DUE TO A DISABILITY, CALL (909) 387-8304, TDD (909) 387-6091

15. **CERTIFICATE OF APPLICANT:** I certify that all statements made in this entire application, including any attachments, are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (Please print)

Signature

Date

Applicant's Internet E-Mail Address and Fax Number, if applicable

- REVERSE SIDE MUST BE COMPLETED -

FOR OFFICIAL USE ONLY (Do not write in this space.)

C Ltr _____

Eligible _____

Ineligible _____ Reason _____

Veterans Preference _____

03-1290-171 Rev. Nov-00

Return to: COUNTY OF SAN BERNARDINO
Employment Division
157 West Fifth Street TDD (909) 387-6091
San Bernardino, CA 92415-0440 (909) 387-8304

AN EQUAL OPPORTUNITY AND ADA COMPLIANT EMPLOYER
SAN BERNARDINO COUNTY HUMAN RESOURCES

Position applied for: _____

Please complete this form for statistical purposes. It will be detached from your application and the information will not be used to make any employment decision which affects you.

Sex: Female Male

Age Group: Under 40 40 or over

Education: highest grade completed (1-18): _____

Did you graduate from high school? Yes No

If "No", did you receive a GED? Yes No

Race/Ethnic Category (*Check one*):

- A. **White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent.
- B. **Black (not of Hispanic origin):** All persons having origins in any of the black racial groups.
- C. **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- D. **Asian or Pacific Islanders:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- E. **American Indian or Alaska Native:** All persons having origins in any of the original peoples of North America.

16. EXPERIENCE: Provide a complete employment history beginning with your current or most recent job. **If additional space is needed, attach a sheet of paper. Do not refer to a résumé.** Only those jobs listed will be considered in determining your eligibility. List each job title separately, even if the employer is the same. Incomplete information will result in disqualification.

From (Mo/Day/Yr)	Title of Your Most Recent Position	Company Name	Phone	Name & Title of Immediate Supervisor
To (Mo/Day/Yr)	Number and Street	City	State	Reason for Leaving
Hours Worked Per Week	Description of Duties			

				<i>FOR OFFICE USE</i>
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From (Mo/Day/Yr)	Title of Position	Company Name	Phone	Name & Title of Immediate Supervisor
To (Mo/Day/Yr)	Number and Street	City	State	Reason for Leaving
Hours Worked Per Week	Description of Duties			

				<i>FOR OFFICE USE</i>
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From (Mo/Day/Yr)	Title of Position	Company Name	Phone	Name & Title of Immediate Supervisor
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Hours Worked Per Week	Description of Duties			

				<i>FOR OFFICE USE</i>
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17. Please list any other names that you have ever used: _____

18. Use this space to list license or certificate number and expiration date; other courses, training or education specifically required; or explanation of other items. _____

19. EDUCATION: (If Job Announcement requires course work in specific areas, attach a list of courses completed.)

College or University (City, State, Country)	Major	Quarter Units Completed _____	Semester Units Completed _____
	Minor	Type of Degree	<input type="checkbox"/> In progress <input type="checkbox"/> Completed
Graduate Work - College or University (City, State, Country)	Major Field	Quarter Units Completed _____	Semester Units Completed _____
		Type of Degree	<input type="checkbox"/> In progress <input type="checkbox"/> Completed

NOTE: If you believe your civil rights in employment matters have been violated at any time during the course of your consideration for employment, contact the Equal Employment Opportunity Office, 157 West Fifth Street (First Floor), San Bernardino, CA 92415-0440, phone: (909) 387-5582 (do not call this number for general employment or job application information). For employment information call: (909)387-8304.

Applications are accepted only for jobs that are in the open recruitment process. Jobs in the recruitment process are announced on the 24-hour job line, (909) 387-5611, and on the Summary of Employment Opportunities available at the County Employment Division office, and the County website, www.co.san-bernardino.ca.us. Your application must be filed in the Employment Division office by the closing date listed on the job announcement. A separate application must be submitted for each position, unless otherwise indicated on the announcement. You may apply for as many jobs as you are interested in and qualify for. It is the applicant's responsibility to obtain and read the announcement.

The Human Resources Director may specify the maximum number of eligible candidates to be processed at each step of the exam process.

You are notified by mail of your examination results. You are placed on an eligible list in order of examination score. You will be informed of the score range into which you were placed, if you were successful in the examination process. You will also receive a notice if you are not successful on the examination. Names are referred to County departments, starting with the highest score when vacancies occur. The hiring department notifies applicants for selection interviews, and then notifies the person to whom they offer a job. You should wait until a department contacts you. The Human Resources Department does not have information regarding department selection interviews.

You may **not** retest for the same job for six (6) months. If you do retest after six months, the second score, better or worse, counts.

★ ★ ★ Please note that we are unable to provide photocopies of applications, résumés or other materials. ★ ★ ★
ONLY those materials specifically requested by this office will be retained; all others will be discarded.