

# MENDOCINO COUNTY EMPLOYMENT APPLICATION

## An Equal Opportunity Employer

Applicants are considered without regard to race, color, religion, sex, age, sexual orientation, national origin, marital status, or the presence of a non job-related mental or physical disability. County employment is subject to the rules of Civil Service.



Thank you for considering employment with Mendocino County. To make the application process as easy as possible please read and follow these instructions.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Job Bulletin # \_\_\_\_\_ Job Title \_\_\_\_\_

### INSTRUCTIONS (read carefully):

1. It is your responsibility to show how you meet the minimum qualifications of the position(s) for which you apply. Answer all questions and provide enough detail to allow for further review and evaluation. Please type or print in dark ink.
2. A resume may accompany your completed application, but **will not** be accepted in lieu of completing any part of the application. Applications that reference "see resume" in the "Experience" section will be rejected as incomplete.
3. List all experience that shows how you meet the minimum qualifications of the position. Request additional copies of the "Experience" section if you need more space.
4. A separate application must be completed for each job title for which you apply. Application materials are the property of Mendocino County and will not be returned. You should make a copy of all materials before submission.
5. Inquiry will be made of your former and current employers, and/or the last school you attended regarding your performance record. Please provide the name and telephone number of each supervisor on the application.
6. It is your responsibility to notify the Human Resources Department of any change to your telephone number or address. Failure to do so may result in missed notification for exams or interviews.

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Attach any additional information to your application that you feel will help us to appropriately evaluate your qualifications. Check your application before submitting it to make sure that it is complete and correct, as no new/ additional information can be accepted. Thank you for your interest in employment with Mendocino County.

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**TURN THIS PAGE TO COMPLETE APPLICATION**



Department of Human Resources  
 579 Low Gap Road  
 Ukiah, CA 95482  
 (707) 463-4261 FAX (707) 468-3407

**VOLUNTARY EEO FORM  
 MENDOCINO COUNTY**

Website: [www.co.mendocino.ca.us/hr](http://www.co.mendocino.ca.us/hr) e-mail: [hr@co.mendocino.ca.us](mailto:hr@co.mendocino.ca.us)  
 An Equal Opportunity Employer

Please help us carry out our EEO/AA obligations and comply with state and federal law by completing this section. While you are not required to complete this section, you should know that if you leave it blank we have the right to enter data for this purpose based upon our visual assessment. To demonstrate that we meet equal employment opportunity requirements, periodically we must report statistical information about applicants and employees to the California and United States governments. This information will be kept separate from examination and application materials and will not be used in any unlawful way to make any employment decision. The County of Mendocino is an Equal Opportunity Employer.

- VIETNAM ERA VETERAN.** A person who (1) served on active duty for a period of more than 180 days, any part of which occurred between 8/5/64 and 5/7/75 and was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability, if any part of such active duty was performed between 8/5/64 and 5/7/75.
- DISABLED VETERAN.** A person entitled to disability compensation under laws administered by the Veteran's Administration for disability, rated at 30% or more, or a person whose discharge or released from active duty was for a disability incurred or aggravated in the line of duty.
- HANDICAPPED INDIVIDUAL.** A person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.

What is the nature of your handicap?  visual  hearing  speech  physical  developmental disability  
**CHECKING ANY OF THESE AREAS WILL NOT BE CONSIDERED A REQUEST FOR ACCOMODATION.**

Your Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 MO DAY YR

Please answer below based on how you are known in your community. We understand that it may be difficult to choose a single ethnic identity if you have a multicultural heritage. Nevertheless, to comply with legal guidelines we would like you to choose only one.

Check the Appropriate Box:  Male  Female

Check the Appropriate Box:

- |  |   |   |
|--|---|---|
| <p>8. <input type="checkbox"/> WHITE (not Hispanic Origin) All persons not classified into one of the five specific ethnic minority categories that follow.</p>  | <p>2. <input type="checkbox"/> BLACK (not Hispanic Origin) All persons having origin in any of the black racial groups.</p> | <p>7. <input type="checkbox"/> HISPANIC All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or Origin, regardless of race.</p> |
| <p>1. <input type="checkbox"/> ASIAN Or Pacific Islanders other than Filipinos. All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. For example, China, Japan, Korea, Samoa, the Indian Subcontinent and the Middle East.</p> | <p>3. <input type="checkbox"/> FILIPINO All persons having origins in the people of the Philippine Islands.</p>             | <p>5. <input type="checkbox"/> AMERICAN INDIAN or Alaskan Native. All persons having origins in any of the original peoples of North America.</p>                           |

Please complete the following:

I first learned of this job opening through (check one):

- |  |  |
|--|--|
| <p>1. <input type="checkbox"/> Mendocino County Employment Opportunities list – job announcement, job line or contact with the Human Resources Department</p> <p>2. <input type="checkbox"/> Newspaper ad</p> <p>3. <input type="checkbox"/> Trade/professional publication _____</p> <p>4. <input type="checkbox"/> Contact with a County Department (not Human Resources Department)</p> <p>5. <input type="checkbox"/> Friend or relative</p> | <p>6. <input type="checkbox"/> School Placement Office</p> <p>7. <input type="checkbox"/> Television or radio</p> <p>8. <input type="checkbox"/> Organization or group _____</p> <p>9. <input type="checkbox"/> Other _____</p> <p>10. <input type="checkbox"/> Internet _____</p> |
|--|--|



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579 Low Gap Road  
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MENDOCINO COUNTY**

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**An Equal Opportunity Employer**

Applications Must be Typed or in Ink. Complete all Sections.  
You are Responsible to Provide Enough Information to Allow for Comprehensive Review and Evaluation

1. Job Title: \_\_\_\_\_ Job Bulletin #: \_\_\_\_\_
2. Your Name: \_\_\_\_\_  
Last First Middle
3. Address: \_\_\_\_\_  
Mailing Address City & State Zip Code
4. Your Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. The Social Security Number will be used for identification purposes to ensure that proper records are maintained.)  
Cell: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_
5. Telephone Number: Home ( ) \_\_\_\_\_ Business: ( ) \_\_\_\_\_ /ext. \_\_\_\_\_  
May we contact you at your business number?  yes  no May we contact your current employer?  yes  no
6. Can you work legally in the United States?  yes  no If hired you must submit proof of your legal right to work in the United States.
7. If hired, can you furnish proof of your age?  yes  no To qualify for appointment, applicants must be a minimum 18 years of age unless otherwise specified in the job announcement.
8. Veterans check here  If you are applying for Veteran's Preference Points attach form DD214 to application (Veteran's preference points are given to eligible veterans on certain recruitments).
9. Have you ever been convicted of a felony by any court?  yes  no If "yes" please give the date and nature of the offense below.  
(Convictions are evaluated for each position and are not necessarily disqualifying.)

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10. Do you have a valid California driver's license?  yes  no If "yes", Class \_\_\_\_\_ Number \_\_\_\_\_
11. What language(s), other than English, do you speak fluently? \_\_\_\_\_  
Read and write fluently? \_\_\_\_\_
12. Indicate where you will initially accept employment (check all that apply):  
 Ukiah  Willits  Fort Bragg  Other \_\_\_\_\_  
**IMPORTANT:** Employment with the County may require transfer to other than the original area. In accepting employment with Mendocino County, you are consenting to such transfer.
13. Indicate the type of appointment(s) you will accept (check all that apply):  
 full-time regular position (40 hours per week)  part-time regular position (less than 40 hours per week)  extra help
14. Are you currently employed by Mendocino County?  yes  no  regular  extra help
15. Have you ever been discharged or rejected during probation, or resigned under pressure or unfavorable circumstances?  
 yes  no If "yes" attach explanation(s) on an additional sheet.
16. EDUCATION: Did you graduate from high school?  yes  no If "no", did you receive a G.E.D.?  yes  no  
If "no", circle the highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12

Undergraduate, Business or Trade School	Major _____	Semester Units _____	Year Conferred _____
		Quarter Units _____	Type of Degree _____
	Major _____	Semester Units _____	Year Conferred _____
		Quarter Units _____	Type of Degree _____
Graduate School	Major _____	Semester Units _____	Year Conferred _____
		Quarter Units _____	Type of Degree _____

**TURN PAGE OVER TO CONTINUE COMPLETING APPLICATION**

FOR HUMAN RESOURCES USE ONLY								
Date Reviewed	Reviewer	<input type="checkbox"/> Rejected <input type="checkbox"/> Accepted	Education	Experience	Certification	Bilingual	Type	Other
Veterans Pts.	Typing Speed.	Trans. Speed.	Mail Date		Appl. Incomplete	Rec'd Late		License

17. EXPERIENCE: It is your responsibility to show that you meet the minimum qualifications of the position applied for. Provide enough information to allow for evaluation of your work experience and abilities. List the positions held, starting with your most recent job. If you held more than one position with the same employer, list each position separately. Include relevant volunteer experience. If more space is needed, request additional Experience sheets.

**This section must be completed. A resume may accompany your completed application, but will not be accepted in lieu of completing any part of the application. Applications that reference "see resume" in the "Experience" section will be rejected as incomplete.**

Name of Employer:		Name Under Which You Were Employed		Type of Business	
Address				Telephone	
Reason for Leaving		May We Contact Now?		Name of Supervisor	
Title of Position Held	Employed from:	mo. _____ yr. _____	Hours per Week	Last Salary	
	To:	mo. _____ yr. _____			
No. Employees Supervised by you.		Type of Work Performed – Identify the most important tasks/duties performed.			
_____					
_____					
_____					

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_____					
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18. License or Certification (if required by position):

Certificate of Training/Professional Registration	License#/Registration #	Date Issued	Expiration
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19. REFERENCES: Give names and address of 3 people (not relatives) that we may contact who have knowledge of your job skills, experience and ability. You may use past employers.

Name	Address	Telephone #	Business/Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Applicant Certification: PLEASE READ BEFORE SIGNING. I CERTIFY that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I authorize Mendocino County to investigate all statements contained in this application and its attachments. I understand that statements made are subject to verification and that any misrepresentation, fraud or omission of material facts may be grounds to deny County employment or to initiate disciplinary action, including dismissal for cause, after employment. The submission of this application and its acceptance by Mendocino County does not constitute an expressed or implied contract or offer of employment**

X \_\_\_\_\_  
Signature Date

**IF YOU REQUIRE SPECIAL TESTING ARRANGMENT TO ACCOMMODATE A DISABILITY YOU MUST CONTACT HUMAN RESOURCES PRIOR TO THE TEST DATE TO MAKE YOUR REQUIREMENTS KNOWN. YOU MUST PROVIDE ENOUGH ADVANCE NOTICE TO ALLOW HUMAN RESOURCES TO PROPERLY REVIEW AND EVALUATE YOUR REQUEST.**

**MENDOCINO COUNTY EXPERIENCE CONTINUED**

17. EXPERIENCE – CONTINUED It is your responsibility to show that you meet the minimum qualifications of the position applied for. Provide enough information to allow for evaluation of your work experience and abilities. List the positions held, starting with your most recent job. If you held more than one position with the same employer, list each position separately. Include relevant volunteer experience. If more space is needed, request additional Experience sheets.

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