



**COUNTY OF GLENN
EMPLOYMENT APPLICATION**

PERSONNEL DEPARTMENT
525 W. SYCAMORE STREET, SUITE A1
WILLOWS, CALIFORNIA 95988-2739
(530) 934-6451 FAX (530) 934-6452
"TDD—No Voice (530) 934-6444
Website: www.countyofglenn.net
E-Mail: gcpersonnel@countyofglenn.net

PERSONNEL DEPARTMENT USE ONLY !

Received By: _____
 Accepted
 Rejected - Reason _____
 Reviewed by _____
 Reviewed on _____
 Test Scores _____

INSTRUCTIONS: This application is part of the selection process. Before completing the application, read the job announcement to ensure you submit all necessary information to evaluate your application. **DO NOT SUBMIT A RESUME IN PLACE OF COMPLETING ANY PART OF THIS APPLICATION.** *Applications and attachments will not be returned or photocopied for you.* Print all answers accurately and legibly in ink or type. If you need additional space, please attach extra sheets.

INCOMPLETE APPLICATIONS WILL BE REJECTED.

1. JOB TITLE:		
2. Name (Last, First, Middle)	3. Telephone/Email Home : _____ Business : _____ Cell : _____ Email: _____	
4. Address (Number, Street, City, State, Zip Code)		
5. IF HIRED CAN YOU PROVIDE PROOF OF AGE? YES NO If under age 18, you must submit a valid work permit upon offer of employment.		
6. DO YOU HAVE A VALID CALIFORNIA DRIVER'S LICENSE? YES NO If YES, indicate CLASS _____		
7. LIST ALL RELATIVES EMPLOYED BY THE COUNTY OF GLENN	RELATIONSHIP	DEPARTMENT EMPLOYED BY
8. INDICATE MACHINE SKILLS, LANGUAGES OR OTHER SPECIAL SKILLS YOU POSSESS WHICH APPLY TO THIS POSITION:		
9. EDUCATION		
A. CIRCLE HIGHEST LEVEL COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Over 16		
B. LIST ALL EDUCATIONAL DEGREES, PROFESSIONAL CERTIFICATES OR LICENSES RECEIVED IF PERTINENT TO THIS APPLICATION:		
(1) <u>DEGREE</u>	<u>MAJOR</u>	<u>SCHOOL</u>
(2) <u>LICENSE/CERTIFICATE</u>	<u>GRANTING AGENCY</u>	<u>DATE EXPIRES</u>
C. LIST ALL COURSEWORK COMPLETED WHICH YOU FEEL IS RELEVANT TO THIS APPLICATION:		
<u>TITLE</u>	<u>INSTITUTION</u>	<u>*UNITS</u>
*S-Semester Units Q-Quarter Units -Indicate which		

IMPORTANT: If you would like to be notified whether selected or not, please include a self-addressed, stamped envelope. Only those selected for an interview will be automatically contacted. **Glenn County is an Equal Opportunity Employer. Women, minorities, and the disabled are encouraged to apply. If you need accommodation in the examination/interview process, please contact the Personnel Department at least five (5) working days before a scheduled examination/interview.**

EMPLOYMENT HISTORY: STARTING WITH YOUR MOST RECENT POSITION, LIST ALL EMPLOYMENT IN THE LAST 10 YEARS. LIST MILITARY SERVICE, VOLUNTEER WORK OR MANPOWER TRAINING ONLY IF IT DIRECTLY RELATES TO THE POSITION FOR WHICH YOU ARE APPLYING. **ALTHOUGH WE WELCOME YOUR RESUME, IT CANNOT SUBSTITUTE FOR COMPLETION OF THIS SECTION. ADD ADDITIONAL SHEETS IF NECESSARY.**

Name of Present or Last Employer		Address	Your Title
Month Year From:	Month Year To:	Duties:	
Starting Salary	Final or Present		
Supervisor's Name, Title and Telephone			
Hours Worked Per Week:			
Reason For Leaving: _____			
Next Previous Employer		Address	Your Title
Month Year From:	Month Year To:	Duties:	
Starting Salary	Final or Present		
Supervisor's Name, Title and Telephone			
Hours Worked Per Week:			
Reason For Leaving: _____			
Next Previous Employer		Address	Your Title
Month Year From:	Month Year To:	Duties:	
Starting Salary	Final or Present		
Supervisor's Name, Title and Telephone			
Hours Worked Per Week:			
Reason For Leaving: _____			
Next Previous Employer		Address	Your Title
Month Year From:	Month Year To:	Duties:	
Starting Salary	Final or Present		
Supervisor's Name, Title and Telephone			
Hours Worked Per Week:			
Reason For Leaving: _____			
Next Previous Employer		Address	Your Title
Month Year From:	Month Year To:	Duties:	
Starting Salary	Final or Present		
Supervisor's Name, Title and Telephone			
Hours Worked Per Week:			
Reason For Leaving: _____			

May we contact all supervisors listed? Yes No - Indicate Exceptions: _____

For current job openings visit our website www.countyofglenn.net, select Departments and Agencies, and choose Personnel to view listings.

I certify that all statements are true, complete and correct to the best of my knowledge, and I agree and understand that any misstatements or omissions of facts on my part may forfeit my right to employment, even if discovered after I have become an employee of Glenn County. I agree to accept any assignment that is not in violation of pertinent rules or policy regarding hours of work and location as directed by management.

SIGNATURE: _____ **DATE:** _____

Reminder: Failure to sign, date or complete the above Employment Application form will result in the application being rejected.

EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION QUESTIONNAIRE

The information on this form is for statistical purposes only. Your cooperation in providing the requested information is appreciated. This information is kept separate and confidential and is not provided to the selection committee. Completion of this form is voluntary and will neither enhance nor detract from your opportunity for employment with Glenn County.

POSITION TITLE: _____

SEX (Please check one): Male: Female:

RACE CATEGORY (Please check what applies):

- AMERICAN INDIAN OR ALASKA NATIVE
- ASIAN
- BLACK
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
- WHITE

ETHNICITY CATEGORY (Please check what applies):

- HISPANIC OR LATINO
- NOT HISPANIC OR LATINO

CHECK ANY APPLICABLE:

- DISABLED** (Persons with physical or mental impairment which substantially limits one or more major life activities, or who has a record of such impairment, or who is regarded as having such impairment)
- VIETNAM-ERA VETERAN** (Person who 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 with other than a honorable discharge, or 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** (Person entitled to disability compensation under laws administered by the Veteran's Administration for Disability)

HOW DID YOU LEARN ABOUT THIS POSITION?

- FRIEND
- GLENN COUNTY PERSONNEL DEPARTMENT
- ADVERTISEMENT IN:
 - TRI COUNTY NEWSPAPER CHICO ER SACRAMENTO VALLEY MIRROR
 - CHICO NEWS AND REVIEW SACRAMENTO BEE OTHER: _____
- ADVERTISEMENT IN A MAGAZINE OR PERIODICAL (SPECIFY): _____
- OTHER (SPECIFY): _____

SIGNATURE: _____ DATE: _____

GLENN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. DISCRIMINATION IS PROHIBITED BY LAW.

Complaints of Discrimination may be filed with the County's EEO Officer at 525 W. Sycamore Street, Willows, CA 95988 or with the US Equal Employment Opportunity Commission at 1801 L Street N.W., Washington, D.C., 20507