



**County of Tuolumne**  
**An Equal Opportunity Employer**  
Human Resources 2 South Green Street, Sonora, CA 95370  
(209) 533-5566 Fax: (209) 533-5901  
www.tuolumnecounty.ca.gov

**APPLICATION FOR EMPLOYMENT**


HR Use Only
A _____ R _____
Reason _____
ID: _____

**POSITION APPLYING FOR:** \_\_\_\_\_

You must use a separate application for each position you are applying for. All items must be completed in detail as applicable for purposes of review. **KEEP IN MIND** that the acceptance of this application depends on the completeness and applicability of the information that you provide. Unless the spaces are completed in accordance with the instructions, **THIS APPLICATION WILL BE REJECTED. RESUMES MAY BE ATTACHED BUT WILL NOT BE ACCEPTED IN LIEU OF A COMPLETED APPLICATION.**

NAME _____ LAST FIRST MIDDLE	<p>List any previous names under which you have worked, gone to school or served in the Armed Forces: _____</p> <p>If you are NOT a U.S. citizen, do you have the legal right to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>E-Mail Address: _____</p>
ADDRESS _____ NUMBER STREET CITY, STATE, ZIP	
HOME PHONE _____ WORK PHONE _____	
ARE YOU NOW EMPLOYED BY TUOLUMNE COUNTY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, CLASSIFICATION & DEPARTMENT _____	
<p>If you are applying for law enforcement positions within the Sheriff, Probation or District Attorney's Office, you must answer the following question. Applicants for all other positions will be required to answer this question during the interview process, if selected. Have you ever been convicted of any violation of the law? Exclude traffic violations under \$250.00. A conviction record is not necessarily a bar to employment. Each case will be given individual consideration, based on job-relatedness. You may omit any convictions for the possession of marijuana (except for convictions for the possession of marijuana on school grounds or possession of concentrated cannabis) that are more than two years old, and any information concerning a referral to, and participation in, any pretrial or post trial diversion program. YES <input type="checkbox"/> NO <input type="checkbox"/></p>	

**EDUCATION AND TRAINING**

High School _____ City/State _____	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If not, do you have a GED or California High School Proficiency Certificate? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Names of Colleges/Universities Attended	Dates Attended	Course of Study/Major	Certificate/Degrees Received
Other Relevant Course(s) and Training			
Professional License or Certificate, if Required	Date Issued	Serial Number	Expiration Date
Drivers License Number & State: _____	Typing Speed _____ WPM	List any Foreign Languages in which you are fluent: _____	
<p>Inquiries may be made of your former employers or the last school you attended, regarding your performance record.</p> <p>May we contact your <i>present</i> employer? YES <input type="checkbox"/> NO <input type="checkbox"/></p>			
Were you ever discharged or forced to resign from any position? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please explain: _____			
	Were you referred by a Tuolumne County employee? YES <input type="checkbox"/> NO <input type="checkbox"/>	CERTIFICATE OF APPLICANT: I certify that all statements made in this application are true, and I agree and understand that misstatement or omissions of material facts herein may forfeit my rights to any employment in the service of the County of Tuolumne.	
	If yes, name and department of referring employee: _____	X _____ Date _____ Signature	

## **This Section MUST BE FILLED OUT**

A resume may be submitted as supplemental information, but **will not be accepted in lieu of a completed application.**

**EMPLOYMENT HISTORY:** List your work record for the past 10 years, beginning with your most recent experience. Include volunteer, school and U.S. Military service. Describe the work you did as completely as possible. List each promotion separately. Explain any gaps between employment periods. If more space is needed, use a separate sheet prepared in the same format and attach securely.

____TO:____ MO. YR. MO. YR.	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION:	NO. OF EMPLOYEES SUPERVISED BY YOU
HOURS PER WEEK	ADDRESS CITY STATE	NAME OF SUPERVISOR	PHONE #
SALARY: \$	DUTIES:		
REASON FOR LEAVING:			
____TO:____ MO. YR. MO. YR.	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION:	NO. OF EMPLOYEES SUPERVISED BY YOU
HOURS PER WEEK	ADDRESS CITY STATE	NAME OF SUPERVISOR	PHONE #
SALARY:	DUTIES:		
REASON FOR LEAVING:			
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SALARY:	DUTIES:		
REASON FOR LEAVING:			
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SALARY:	DUTIES:		
REASON FOR LEAVING:			

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JOB TITLE APPLIED FOR:

DATE:

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**OPTIONAL TUOLUMNE COUNTY QUESTIONNAIRE**

The County of Tuolumne requests that you complete this portion of the application under provisions of Gov't Code Section 1233. This information is used for research purposes only. No individual personnel selections are made based on this information.

**CATEGORY**

☐ American Indian

☐ Asian/Pacific Islander

☐ Black

☐ Filipino

☐ Hispanic

☐ White

**AGE (40 Years or Older?)**

☐ Yes

☐ No

**GENDER**

☐ Male

☐ Female

**I LEARNED ABOUT THIS JOB OPENING FROM (Check appropriate Boxes):**

1. ☐ A FRIEND OR RELATIVE \_\_\_\_\_
2. ☐ A COUNTY EMPLOYEE – Name of Employee: \_\_\_\_\_
3. ☐ COUNTY EMPLOYMENT ANNOUNCEMENT \_\_\_\_\_
4. ☐ WEBSITE (Please specify): \_\_\_\_\_
5. ☐ AN ORGANIZATION OR GROUP (please specify): \_\_\_\_\_
6. ☐ ADVERTISEMENT (Which paper or magazine?): \_\_\_\_\_
7. ☐ OTHER MEANS (Please specify): \_\_\_\_\_