



Contra Costa County

EMPLOYMENT APPLICATION AN EQUAL OPPORTUNITY EMPLOYER

Contra Costa County Human Resources
651 Pine Street – 2nd Floor
Martinez, California 94553-1292
www.cccounty.us/hr

DATE RECEIVED

For Human Resources Use Only	
Accepted _____	Rejected _____
Analyst _____	Date _____
Reason: Educ. _____	License/Cert. _____
Exp. _____	Incomplete _____
Other _____	

Administrative Intern
Bid/Transfer
Deep Class Reassignment
Exempt
Flexibly Staffed Promotion
Student Intern
Temporary
Temporary Upgrade

POSITION APPLYING FOR: _____
Print Exact Job Classification Title

PLEASE TYPE OR PRINT IN INK

1. _____ Social Security Number – for Applicant/Employee Record Control (Voluntary)				
2. Name:				
Last Name		First Name		Middle Name
3. Address:				
No.	Street	Apt. No.	City	State/Zip Code
4. Phones: () () ()				
Home/CRS/TTY		Work		Cell Phone
5. E-mail Address: _____				
Driver's License:				
State		Number		Expiration Date
6. After employment, can you submit verification of your legal right to work in the U.S.? Yes No				
7. Have you ever been rejected during a probationary period, forced to resign in lieu of termination, dismissed, fired, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons within the last ten (10) years?				Yes
_____				No

8. Are you fluent in any language other than English? If so, please specify: _____				
9. Are you applying for Veterans' Preference Credit? In open examinations, Contra Costa County will add 5% to your earned examination score if you pass the examination AND qualify for Veterans' Preference Credit.				
In order to qualify for Veterans' Preference Credit, a person shall:				
(a) have (1) served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard in time of war, in any expedition of the Armed Forces of the United States, or continuously on active duty for more than 180 days, and (2) received an honorable discharge or certificate of honorable act of service;				
(b) or be a disabled veteran;				
(c) and present to the Director of Human Resources not later than the closing date specified in the examination announcement, acceptable evidence of the required military service.				
Please mark (X) in the box if you are applying for Veterans' Credit and have attached the proper documentation.				
				Verify (v)
OFFICE USE ONLY				
10. Are you currently a Contra Costa County employee? Yes No If yes, enter Employee Number _____				
Merit System Title _____				

THE COUNTY OF CONTRA COSTA IS AN EQUAL OPPORTUNITY EMPLOYER AND
VALUES DIVERSITY AT ALL LEVELS OF THE ORGANIZATION

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

NAME _____

POSITION APPLYING FOR _____

PRINT EXACT JOB CLASSIFICATION TITLE

11. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma

G.E.D. Certificate

California High School Proficiency Certificate

Highest Grade or Education Level Achieved? _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded		Units Completed		Degree Type
		Yes	No	Semester	Quarter	
A)		Yes	No			
B)		Yes	No			
C)		Yes	No			
Other schools / training completed:	Course Studied	Hours Completed		Certificate Awarded		
D)						
E) Licenses, certificates or registration required for this job	Title	Issue Date		Expiration Date	Number	
	_____	_____		_____	_____	
	_____	_____		_____	_____	

12. **THE FOLLOWING SECTION MUST BE FILLED OUT COMPLETELY.** List experience that relates to the qualifications as required on the job announcement. Begin with your most recent experience. List each promotion separately. Use additional sheets if necessary. Voluntary non-paid experience will be accepted if job related. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

A) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____	_____	_____
To _____	_____	_____
Total _____	_____	_____
Yrs. _____ Mos. _____	Title _____	_____
Hrs. per week _____	Reason for Leaving _____	_____
Volunteer _____		_____
B) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____	_____	_____
To _____	_____	_____
Total _____	_____	_____
Yrs. _____ Mos. _____	Title _____	_____
Hrs. per week _____	Reason for Leaving _____	_____
Volunteer _____		_____
C) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____	_____	_____
To _____	_____	_____
Total _____	_____	_____
Yrs. _____ Mos. _____	Title _____	_____
Hrs. per week _____	Reason for Leaving _____	_____
Volunteer _____		_____
D) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____	_____	_____
To _____	_____	_____
Total _____	_____	_____
Yrs. _____ Mos. _____	Title _____	_____
Hrs. per week _____	Reason for Leaving _____	_____
Volunteer _____		_____
E) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____	_____	_____
To _____	_____	_____
Total _____	_____	_____
Yrs. _____ Mos. _____	Title _____	_____
Hrs. per week _____	Reason for Leaving _____	_____
Volunteer _____		_____

13. How did you hear of this position? CCC Website Walk-In Advertisement CCC Job Hotline Other _____

14. May we contact your present employer? Yes No

15. I certify that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements, regardless of when they are discovered, may result in my disqualification from the examination process or dismissal from employment with Contra Costa County.

SIGNATURE OF APPLICANT

DATE