

TYPE OR PRINT IN BLACK INK ONLY



Return to: COUNTY OF ORANGE
 EMPLOYMENT APPLICATION
 HUMAN RESOURCES
 333 W. Santa Ana Blvd.
 Santa Ana, CA 92701-4062

Last Name	First Name	MI	Exact Title of Position for Which You are Applying	
Street Address	Apt.#	City	State	Zip Code
Primary Phone ()		Alternate Phone ()		E-Mail:

NOTIFICATION METHOD:

By which method would you prefer to be notified about application status, testing dates and examination results? NOTE: If you select "Email," you may still continue to receive paper notices from certain employers, depending on their preferences.

Email or Paper

WORK AVAILABILITY:

Will you accept (Check boxes that apply)

Any Regular Full-time Extra-help (no benefits) Part-time Limited-term Summer Only (no benefits)

SHIFT: Any Day (8a.m.-5p.m.) Swing (3p.m.-11p.m.) Nights (11p.m.-7a.m.) Weekend Rotating Shifts

WORK LOCATION Any North County South County East County West County Central/Civic Center

LANGUAGES:

(Other than English) in which you are fluent:

DRIVER'S LICENSE:

Do you possess a valid Driver's License? Yes or No Driver's License State: _____

Driver's License Number: _____ Expires: _____

Driver's License Class: Class A (Heavy Trucks) Class B (Buses) Class C (Auto/Light Truck)

EDUCATION:

Highest level of education: _____

Select degree/certificate you have earned:

High School attended _____

High School Diploma 2 Year Degree
 High School Proficiency Test 4 Year Degree
 G.E.D Post Graduate Degree

OFFICE USE ONLY:

Accepted

Declined:

Eligible Date:

Score Band:

1 Lacks Educ./Exp.

2 Lacks Lic./Certif.

3 Incomplete App

4 Late Submission

5 No Supplemental

6 Non County Employee

7 Lacks PO Sstandard

8 Non Department Emp.

BY: _____

Date: _____

COLLEGE/UNIVERSITY: Include the name of the college/university attended, city, state, country, start/end date, major or course of study, and type of degree.

OTHER TRAINING COMPLETED: Include agency providing training and length of training.

SKILLS: Include skill level and experience (years & months)

PROFESSIONAL LICENSE/CERTIFICATION: Include license/certification possessed, number, issued by, and issue/expiration date.

CURRENT or FORMER COUNTY EMPLOYEE:

If you are a current or former County of Orange employee complete the following information:

Job Title: _____

Start Date: _____ End Date: _____

Agency/Department: _____

Your Full Name Then: _____

OBJECTIVE:

JOB EXPERIENCE / WORK HISTORY:

Your experience is important! It determines your success in competing with other job applicants. In the box provided below, please include all experience gained which relates to the job you are applying for. **Be sure to include: Company names, addresses, positions held, employment dates (month/year), full-time/part-time, duties and reasons for leaving. (Please see the example directly below)**

Examples:

County of Orange
10 Civic Center Plaza,
Santa Ana, CA 92701

Staff Analyst III, Project Manager

February 1999 -present, part-time (20 hours per week)

Duties - Plan and direct activities of a multi-faceted County-wide project of limited duration; evaluate progress and resolve difficulties including those crossing departmental lines; provide project leadership and advice to high level steering committees; provide technical direction and expertise related to project area. Manage project staff including vendor, subcontractor and County personnel.

I am looking for a promotional opportunity in my career.

Private Industry
1234 Main Street
Orange, CA 92663

Manager, Projects

September 1994 – February 1999, full-time

Duties - provide technical direction and expertise related to project area such as vendors and subcontractors, manage dealer support for 11 Western States, supervise 7 Regional Technical Representatives, Regional Technical Manager

I am looking for a rewarding and positive work environment with the County.

Job Experience/Work History:

Job Experience/Work History:

Job Experience/Work History:

Job Experience/Work History:

JOB RELATED EQUIPMENT OPERATED:

CERTIFICATE OF APPLICANT: I certify that all statements made in this application and the attachments are true and I agree and understand that misstatements or omissions of any material fact may be cause for disqualification or dismissal. I also grant permission for the County to verify any and all information contained within by contacting former employers and schools, etc.

May we contact your employer? Yes No

Pursuant to the Immigration Reform and Control Act (IRCA) of 1986, all new hire applicants will be required to show proof of legal residence entitling them to work in the United States prior to becoming an employee of the County of Orange.

Signature _____

Date _____

