



COUNTY OF SAN JOAQUIN SCANNABLE EMPLOYMENT APPLICATION

Last Name (Truncate if longer than space provided)

First Name

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Thank you for your interest in employment with the County of San Joaquin. The attached application is part of the selection process. Before completing the application, read these instructions and the Job Bulletin to ensure you submit all of the information necessary to evaluate your application.

Your application and all additional materials will be scanned. Complete all forms in Black or Blue ink, using capital letters, and stay within the boxes provided. See example below:

Last Name (Truncate if longer than space provided)													First Name										
B	R	O	W	N									K	A	T	H	Y						
Mailing Address																							
5	6	7	8		W	E	S	T					If necessary, use second line for street										
M	I	S	S	I	O	N		S	T	R	E	E	T										

Once your application is scanned, the boxes will disappear and the application will be reformatted for on-line review.

If you have concerns about the appearance of your application, or would like to easily copy your application for other jobs, we encourage you apply on-line at: www.jobaps.com/sjq

- **You are required to provide the following tracking information on the application:** the first three letters of your last name at birth, the month and day of your birth, the last four digits of your social security number. Your application package will not be processed without this information.
- **Any additional materials (e.g. Supplemental Questionnaire, transcripts, etc.) which are sent separately require a completed Additional Document Cover Sheet, which is included in this packet.**
- Use a separate application for each job for which you apply. Do not submit a resume in place of completing any part of the application.
- Applications and attachments will not be returned or photocopied for you.
- If you are disabled and need accommodation in the selection process, please contact the Human Resources Department.
- Please notify the Human Resources Department if you change your mailing address, e-mail address, phone number, or name.

You can check on the status of any recruitment by accessing our on-line employment center at www.jobaps.com/sjq. If you have any other question, please contact:

**County of San Joaquin Human Resources Department
An Equal Opportunity Employer
(209) 468-3370 email: humanresources@sjgov.org**



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- Yes No Will you submit to a background investigation if requested by the department?
If you check no, you will not be referred to any department that requires a background investigation. This will not impact your referral to other departments.
- Yes No Can you, after employment, submit proof of your legal right to work in the USA?
- Yes No Are you 18 years of age or over?
- Yes No As an adult, have you ever been convicted of an offense other than a minor traffic violation? If yes, please give date and nature of the offense. (Convictions are evaluated for each position and are not necessarily disqualifying.)

Please list language(s) other than English:

- | | | | | |
|---------------------------------------|-----------------------------|----------------------------------|--|---------------------------|
| <input type="radio"/> Vietnamese | <input type="radio"/> Speak | <input type="radio"/> Speak/Read | <input type="radio"/> Speak/Read/Write | <input type="radio"/> N/A |
| <input type="radio"/> Cambodian | <input type="radio"/> Speak | <input type="radio"/> Speak/Read | <input type="radio"/> Speak/Read/Write | <input type="radio"/> N/A |
| <input type="radio"/> Laotian | <input type="radio"/> Speak | <input type="radio"/> Speak/Read | <input type="radio"/> Speak/Read/Write | <input type="radio"/> N/A |
| <input type="radio"/> Spanish | <input type="radio"/> Speak | <input type="radio"/> Speak/Read | <input type="radio"/> Speak/Read/Write | <input type="radio"/> N/A |
| <input type="radio"/> Hmong | <input type="radio"/> Speak | <input type="radio"/> Speak/Read | <input type="radio"/> Speak/Read/Write | <input type="radio"/> N/A |
| <input type="radio"/> Other Language: | <input type="radio"/> Speak | <input type="radio"/> Speak/Read | <input type="radio"/> Speak/Read/Write | <input type="radio"/> N/A |

Other Language Name

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- Yes No Are you eligible for Veteran's Preference Points: (Submission of DD214 is required)
- Yes No Are you related to anyone who works for San Joaquin County by blood, marriage, or adoption? If yes, list:

Name(s): _____

Relationship(s): _____

Department(s): _____

Answer the following questions if the Job Bulletin states this information is required or desired for this recruitment:
 You may also choose to voluntarily complete any of these questions if you wish to be eligible for future vacancies.

Typing

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 net wpm Computer Program Certificates

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Typing Cert issued by: _____ Computer Cert issued by: _____

Date: _____ Date _____

Original Cert verified by: _____ You may be required to provide your original certificate

Professional Licenses, Certifications, or Registrations Type _____ Number _____

Issuing Agency: _____ Date Issued _____ Date Expires _____

Original verified by: _____

Please list computer applications or programs that you are proficient in:

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____



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EDUCATION

Did you graduate from high school? Yes No If no, do you possess a GED? Yes No

College, Graduate, Professional, Business, Trade School Name of School City & State	Major Subject	Units Completed		Certificate/Degree Obtained?	Completed?
		Sem	Qtr		
				<input type="radio"/> 2yr <input type="radio"/> Doct <input type="radio"/> 4yr <input type="radio"/> Cert <input type="radio"/> Mstr <input type="radio"/> Other	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Attending
				<input type="radio"/> 2yr <input type="radio"/> Doct <input type="radio"/> 4yr <input type="radio"/> Cert <input type="radio"/> Mstr <input type="radio"/> Other	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Attending
				<input type="radio"/> 2yr <input type="radio"/> Doct <input type="radio"/> 4yr <input type="radio"/> Cert <input type="radio"/> Mstr <input type="radio"/> Other	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Attending
				<input type="radio"/> 2yr <input type="radio"/> Doct <input type="radio"/> 4yr <input type="radio"/> Cert <input type="radio"/> Mstr <input type="radio"/> Other	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Attending
				<input type="radio"/> 2yr <input type="radio"/> Doct <input type="radio"/> 4yr <input type="radio"/> Cert <input type="radio"/> Mstr <input type="radio"/> Other	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Attending

EMAIL (If an e-mail is provided, correspondence regarding this application will be sent via e-mail)

EXAMPLE of e-mail address entry: dtuer@sjgov.org OR jbird@aol.com

Please write clearly so that we can tell the difference between letters and numbers,
e.g. "O" and 0 (zero); "i" and "L" and "1" (one)

Highest Grade Completed

OPTIONAL:

**This information may be used for
database searches.**

- High School
- College Year 1
- College Year 2
- College Year 3
- College Year 4
- Grad School Year 1
- Grad School Year 2
- Grad School Year 3
- Grad School Year 4
- Grad School Year 5+

Major Subject of Education

Major Area of Employment Experience

Years of Employment in Major Area

Other Area of Employment Experience

Years of Employment in Other Area

