



Madera County Employment Application

Administrative Management
 Human Resources/Operations Division
 200 West 4th Street, 4th Floor
 Madera, CA 93637

(559) 675-7705 / (559) 675-7697 24-hour Job-Line

Position you are applying for: _____

Name: _____

To help us carry out our EEO obligations, please indicate if any of the following definitions apply to you.

<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Disabled Individual
A person who (1) served on active duty for a period of more than 180 days and discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty for service-connected disability.	A person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.	A person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment. We wish to accommodate otherwise qualified disabled applicants.

If you require special arrangements because of a disability please contact the Human Resources/Operations Division prior to the examination date. Will you require accommodation? Yes No

Please help us comply with the State and Federal law by completing this section. To demonstrate that we meet equal employment opportunity requirements, periodically we must report statistical information about applicants and employees to the California and United States governments. While you are not required to complete this section, you should know that if you leave it blank we have the right to enter data for this purpose based upon our visual assessment. This information will be kept separate and confidential and will not be used in any unlawful way to make any employment decision.

MADERA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age: <input type="checkbox"/> Under 40 <input type="checkbox"/> 40 or over
Ethnic Origin:	<input type="checkbox"/> White (Not of Hispanic origin): All persons not classified into one of five specific ethnic minority categories that follow.
	<input type="checkbox"/> Black (Not of Hispanic origin): All persons having origin in any of the black racial groups.
	<input type="checkbox"/> Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.
	<input type="checkbox"/> Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
	<input type="checkbox"/> American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America.

Please indicate how you first learned of this job opening (Check one):

- Madera County Employment Opportunities list, job announcement, website, or contact with the Human Resources/Operations Division
- Newspaper Publication _____
Name _____
- Trade or professional publication _____
Name _____
- Television, Radio, or Website _____
Name _____
- Contact with a County Department (Other than the Human Resources/Operations Division)
- Friend or relative
- School placement office
- Organization or group _____
Name _____
- Other _____
Name _____



County of Madera

Application Instructions & Examination Guide

MADERA COUNTY

An Equal Opportunity Employer

Providing equal opportunity employment to all regardless of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age.

Human Resources/Operations Division

Madera County is an Equal Opportunity Employer. Women, ethnic and racial minorities and persons with disabilities are encouraged to apply. Applicants will be considered without regard to their race, color, religion, sex, national origin, age, disability, sexual orientation, or any other non-job-related factor.

Application Process

It is important to remember to be as complete and accurate as possible when completing the application for employment. The application is the tool that the Human Resources/Operations Division uses to determine whether an applicant meets the minimum qualifications for the position. Incomplete information may result in disqualification from the examination process.

Individuals interested in applying for positions located within Madera County's Department of Child Support Services or Department of Social Services must submit an official Merit System Services (MSS) application and return it to the Sacramento address given on the application. Applications and recruitment announcements may be downloaded from the MSS website at www.mss.ca.gov or contact the Human Resources/Operations Division. Madera County's Human Resources/Operations Division does not accept applications for MSS recruitments.

Examination Process

Applicants who meet the minimum qualifications will be invited to participate in the examination process. A qualifications appraisal for the purpose of appraising a candidate's knowledge, skills, and abilities will be scheduled and may be administered either by a written examination, oral interview, evaluation of education and experience, performance examination, or any combination of qualifications appraisal determined by the Human Resources/Operations Division to be appropriate. The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process.

In examinations that have more than one type of test, those candidates who do not attain the required score on each portion shall not be allowed to compete in the subsequent portions. Candidates successful in all phases of the examination process will receive a total examination score and be placed on an eligible list in rank order for the job class. Candidates who have been successful in the examination process, have submitted a Form DD-214 along with the application, and have served in the armed forces during a valid qualification period, will be given a credit of 5% of the total score, or 10% of the total score with proof of service connected disability.

If two or more candidates have the same total final grade on an examination, they shall be ranked in order of their scores in that portion of the examination which has the greatest weight. In case this fails to break the tie, they shall be ranked in the order of filing applications.

Notification of a candidate's examination results will be mailed to the address given on the application. In addition, for most positions, candidates will be required to fill out a conviction history form within five (5) days of receiving notice of their examination results. It is the applicant's responsibility to keep the Human Resources/Operations Division informed of any changes to address, phone or other contact information given on the application.

NOTE: Candidates may also be subject to background investigation, polygraph, psychological exam, fingerprinting, criminal history/records check, and/or drug screening.

All candidates will be required to submit verification of identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.

Certification

Madera County's Civil Service System provides for a "Rule of Five." This means that the top five (5) ranked candidates on an eligible list are certified to the department with the vacancy. Those certified will be notified by mail of whom to contact to schedule the departmental interview.

The department will generally interview each candidate certified and the department head or designee has the authority to make an appointment. If more than one vacancy exists within the department, one additional name may be certified for each additional vacancy.

Generally, an eligible list may remain active for a minimum of six months, and up to a maximum of two years. The Civil Service Commission determines the duration of an eligible list.

Based on a candidate's placement on the eligible list, remaining candidates generally maintain their placement or move up on the eligible list as others are appointed. When the Civil Service Commission expires an eligible list, each remaining candidate will be notified by mail. In the event a new recruitment is generated within six months from the expiration of the eligible list, all candidates from the expired eligible list will be notified by mail of the new recruitment.

Employment Application Instructions

1. Please answer all questions and provide enough detail to allow for a full review and evaluation. Please type or print in ink.
2. A resume may accompany your completed application form but do not submit a resume in place of completing any part of this application.
3. Use a separate application for each position in which you are applying. Applications and attachments will not be returned and photocopies will not be provided.
4. Inquiry may be made of your former and current employers or the last school you attended regarding your performance record. Please provide the name and phone number of each supervisor on your application form.

Please notify the Human Resources/Operations Division if you have a change of address or phone number.



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 Equal Opportunity Employer

(For HR Use Only)
 Date Stamp

1. Position Applying for:			
2. Name (Last Name, First Name, Middle Initial)			
3. Mailing Address			
4. City	State	Zip Code	
5. Home Phone #	6. Business Phone #	May we contact you at this number? <input type="radio"/> Yes <input type="radio"/> No	
7. Social Security Number (In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. The Social Security Number will be used for Identification purposes to ensure that proper records are maintained.)			

Accepted Disqual. Init

Reason for Disqualification:
 Education Experience
 Lic/Cert Inc/Late

Mail Date

List Date

Veterans Points

Exam Scores:
 Written: Oral
 E&E Final

8. Driver's License - Do you have a valid California Driver's License? (Check Box) Yes No

Number: _____ Class _____ Exp Date _____

9. Employment Eligibility - Can you, after an offer of employment, submit proof of your legal right to work in the United States? Yes No

10. Are you 18 years of age or older? Yes No
 If NO, are you able to provide the appropriate certification for employment as an individual under the age of 18? Yes No

11. Relatives with the County - Are you related to anyone by blood, marriage or adoption who works for Madera County? Yes No

If yes, Name	Dept:	Relationship

12. ARE YOU REQUESTING VETERANS PREFERENCE POINTS FOR THIS RECRUITMENT? Yes No

If yes, a copy of Form DD-214 must be attached to this application. (Veteran's preference points are given to eligible Veterans for certain recruitments. Refer to the recruitment announcements for applicability.)

13. Languages spoken/written other than English:
 Written: _____ Fluent Good Fair
 Spoken: _____ Fluent Good Fair

14. Check any geographical locations where you would be **unable or unwilling** to work:
 Madera Chowchilla Bass Lake/ North Fork / Oakhurst Other _____

(IMPORTANT: Employment with the County may require assignment to other than original area. In accepting employment with the County, you are consenting to such transfer.)

15. Indicate the type of employment you will accept:
 Full-Time regular position (40 hours per week) Part-Time regular position (20 hours per week)
 Extra-help/Temporary position (May be full-time or sporadic) Part-Time regular position (30 hours per week) Shift/Weekend Work

Education and Training

Check one box: Graduated from High School Passed GED or Equivalency Test Did not graduate from High School or did not pass the GED or Equivalency Test

Name of College, University or Trade School Attended	Major/Subject	Semester Units	Quarter Units	Type of Degree	Did you Graduate?

Certificate of Training/Licensure/Professional Registration	Lic/Reg. Number & Issuing Agency	Date Issued	Expiration Date

16. EXPERIENCE: Please give us enough information to allow for review and evaluation of your work experience and abilities. List the positions you have held starting with your most recent job. Include relevant volunteer experience. If you were employed under another name, write in the name by which you were known to your employer. If additional space is needed, attach a sheet of paper. This section must be fully completed. A resume may be attached but will not be accepted in place of this section. Show all employment during the past eight years (or more, if qualifying experience).

Starting Date	Employer (Business or Agency Name)	Address		City	State
Ending Date	Title of Position	# of Employees supervised	Supervisor's Name		Phone #
Hours per Week	Type of work Performed (box will expand after you finish entering information to accommodate your text)				
Salary	Reason(s) for leaving				

May we contact this employer? Yes No

Starting Date	Employer (Business or Agency Name)	Address		City	State
Ending Date	Title of Position	# of Employees supervised	Supervisor's Name		Phone #
Hours per Week	Type of work Performed (box will expand after you finish entering information to accommodate your text)				
Salary	Reason(s) for leaving				

May we contact this employer? Yes No

Starting Date	Employer (Business or Agency Name)	Address		City	State
Ending Date	Title of Position	# of Employees supervised	Supervisor's Name		Phone #
Hours per Week	Type of work Performed (box will expand after you finish entering information to accommodate your text)				
Salary	Reason(s) for leaving				

May we contact this employer? Yes No

Starting Date	Employer (Business or Agency Name)	Address	City	State
Ending Date	Title of Position	# of Employees supervised	Supervisor's Name	Phone #
Hours per Week	Type of work Performed (box will expand after you finish entering information to accommodate your text)			
Salary	Reason(s) for leaving			

May we contact this employer? Yes No

Starting Date	Employer (Business or Agency Name)	Address	City	State
Ending Date	Title of Position	# of Employees supervised	Supervisor's Name	Phone #
Hours per Week	Type of work Performed (box will expand after you finish entering information to accommodate your text)			
Salary	Reason(s) for leaving			

May we contact this employer? Yes No

May we contact ALL of your previous employers? Yes No

If no, please specify _____

17. REFERENCES: Give names and addresses of three people, not relatives, that we may contact who have knowledge of your job skills, experience and ability. You may use past employers.

Name	Address	Phone #	Business or Occupation
_____	_____	_____	_____
Name	Address	Phone #	Business or Occupation
_____	_____	_____	_____
Name	Address	Phone #	Business or Occupation
_____	_____	_____	_____

Application Certification:

PLEASE READ BEFORE SIGNING. I CERTIFY that statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that statements made are subject to verification and that any misrepresentation, fraud, or omission of material facts may be grounds to deny County employment or for disciplinary action including dismissal after employment. I agree and understand that if I do not meet the announced requirements, as established by the Civil Service Commission, I will be eliminated from the examination at whatever time this may be determined.

Signature	Date
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Clicking on "Submit by E-mail" will open your default e-mail program and a new message window. If you would like to attach a resume or supporting documentation, you may do so. Submitting by e-mail WILL require that you to sign your application if you are selected for an interview, before any interview can take place