



<b>EXPERIENCE:</b> Complete all sections regardless of whether or not you attach a résumé. Begin with your most recent job then list separately the PAYROLL TITLE for all jobs, volunteer experience, and any periods of unemployment <b>in the last ten (10) years</b> . If your application is incomplete, it will be rejected. Experience is evaluated on a verifiable 40-hour week. If additional space is needed, please use the following page.					
<b>DATES OF EMPLOYMENT</b> FROM: _____ TO _____ HRS/WK		<b>LENGTH OF EMPLOYMENT:</b> YRS AND/OR MONTHS		<b>OFFICIAL JOB TITLE:</b>	
<b>NAME AND ADDRESS OF EMPLOYER:</b>				<b>TYPE OF BUSINESS:</b>	
<b>SUPERVISOR'S NAME AND JOB TITLE:</b>			<b>SUPERVISOR'S PHONE NUMBER:</b>		<b>NO. OF EMPLOYEES YOU SUPERVISED:</b>
REASON FOR LEAVING:			ARE WE AUTHORIZED TO CONTACT THIS EMPLOYER REGARDING YOUR EMPLOYMENT RECORD? <input type="checkbox"/> YES <input type="checkbox"/> NO		
DESCRIPTION OF PRIMARY DUTIES:					
<b>DATES OF EMPLOYMENT</b> FROM: _____ TO _____ HRS/WK		<b>LENGTH OF EMPLOYMENT:</b> YRS AND/OR MONTHS		<b>OFFICIAL JOB TITLE:</b>	
<b>NAME AND ADDRESS OF EMPLOYER:</b>				<b>TYPE OF BUSINESS:</b>	
<b>SUPERVISOR'S NAME AND JOB TITLE:</b>			<b>SUPERVISOR'S PHONE NUMBER:</b>		<b>NO. OF EMPLOYEES YOU SUPERVISED:</b>
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REASON FOR LEAVING:			ARE WE AUTHORIZED TO CONTACT THIS EMPLOYER REGARDING YOUR EMPLOYMENT RECORD? <input type="checkbox"/> YES <input type="checkbox"/> NO		
DESCRIPTION OF PRIMARY DUTIES:					

I acknowledge and agree that any misstatement or omission of material fact on my part may cause forfeiture of all rights to employment with the Superior Court of California, County of Solano.

My signature affirms that all information on this application packet is true to the best of my knowledge and authorizes all employers and institutions to release to the Superior Court of California, County of Solano confidential information concerning my employment.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICANTS WITH A DISABILITY:** If you require special testing arrangements, please contact Human Resources at the time of application. The Court will make every reasonable effort to accommodate your needs.

<b>ADDITIONAL EXPERIENCE. If you need additional space, attach an additional page with all the requested information.</b>					
<b>DATES OF EMPLOYMENT</b> FROM:      TO      HRS/WK		<b>LENGTH OF EMPLOYMENT:</b> YRS AND/OR      MONTHS		<b>OFFICIAL JOB TITLE:</b>	
<b>NAME AND ADDRESS OF EMPLOYER:</b>				<b>TYPE OF BUSINESS:</b>	
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DESCRIPTION OF PRIMARY DUTIES:					

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SOLANO

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The Solano Superior Court is asking all applicants to complete this form in order to comply with United States Government Equal Employment Opportunity requirements. **This information will be detached from this application and will be available to authorized personnel only for research and evaluation purposes.** This information will **NOT** have any effect upon your application. Your cooperation in providing this information is essential to the success of the research and evaluation program.

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Job Title Applied For

**SEX:**  Male  Female

**AGE:**  Under 18  18-40  Over 40

\_\_\_\_\_  
**ETHNIC GROUP** (Please check the box that best identifies you.)

**HISPANIC OR LATINO**

**BLACK OR AFRICAN AMERICAN**

**WHITE**

**ASIAN**

**NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER**

**AMERICAN INDIAN OR ALASKA NATIVE**

**TWO OR MORE RACES**

\_\_\_\_\_  
**RECRUITING INFORMATION**

How did you find out about this job opening? (Check all that apply)

Court website  Indeed  LinkedIn  Other website

Court/County employee  Friend/relative  Newspaper (name)

Job Bulletin posted at (name agency)

**Supplemental Application**  
for  
**Judicial Assistant II**

**INFORMATION AND INSTRUCTIONS**

To acquire knowledge of your education, experience and training, the first phase of the selection process for this position will be a review of your application and supplemental application. The information you provide on the court's official application and supplemental application will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates will be invited to participate in the interview.

Using this supplemental application, you are required to describe your training and experience that qualify you for this position. You are to provide explicit, but concise, statements in response to each section. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. ***Your response to each question is limited to the space provided on the page provided for each question.*** In responding to each question, describe ***your own experience***. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised.

Both the official court application and the supplemental application must be typed or legibly printed. **Résumés or referrals to a résumé in lieu of a response on this questionnaire are not acceptable.** Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

**CERTIFICATION**

**I certify that all statements made in this supplemental application were written by me are true and complete, and I understand that any misstatement of material fact(s) will subject me to disqualification.**

1. **Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Judicial Assistant II

1. Please provide a brief description of your related education and work experience that is relevant to the position for which you are applying. **(Provide the names of and the city and state location of any colleges you may have attended and be specific in describing your duties and the length of time you carried out these functions. Limit your response to this question to one page.)**

## Judicial Assistant II

2. Please list all computer hardware and software with which you are familiar. Using a rating scale of “beginning, intermediate, or advanced”, describe your level of skill in operating computers and related software (i.e. Microsoft Word, Excel, WordPerfect, etc.) **(Limit your response to this question to one page.)**

## Judicial Assistant II

3. Submit a writing sample in the form of written correspondence, official memorandum, pleading or other legal document you have prepared, not to exceed five pages. The writing sample must be your own work product produced for your current or former employer, an education related document, or personal document created for business purposes. Templates or fabricated documents for the sole purpose of the application are not acceptable. If you do not have a writing sample, please explain why you do not feel you have a sample for this question. Sign and date your writing sample and attach it to your application packet.



# **STOP**

**Did you remember to:**

- 1. Sign and date the application?**
- 2. Complete, sign and date, and attach the supplemental questionnaire?**
- 3. Attach a writing sample?**
- 4. Complete and attach the Equal Employment Opportunity Questionnaire?**

**This document is used for statistical purposes only.**