



Employment Application

County of Ventura
800 S. Victoria Avenue L# 1970
Ventura, CA 93009
Telephone (805) 654-5129

Fax (805) 654-3610
Information on Health Care Positions (805) 677-5184
Equal Opportunity Employer

Month of Birth

Day of Birth

Instructions

This application is part of the examination process
Type of print clearly in black ink
Answer all questions completely and correctly
Legible photocopies / fax copies are acceptable

Title of Position _____

Last Name _____

First Name _____ MI _____

Mailing Address (please include apt#)

City

State _____ Zip _____ - _____ Notification Preference **8** Paper Email: _____

Home Phone _____ - _____ - _____ Other Phone _____ - _____ - _____ Extension _____

Location:

I am available to work at the following location(s):

- | | |
|--|---------------------------------------|
| <input type="radio"/> Ventura | <input type="radio"/> Thousand Oaks |
| <input type="radio"/> Oxnard | <input type="radio"/> Simi / Moorpark |
| <input type="radio"/> Santa Paula / Fillmore | <input type="radio"/> Port Hueneme |
| <input type="radio"/> Camarillo | <input type="radio"/> Ojai |

Shifts:

I am available to work the following shift(s):

- | | |
|--------------------------------|---------------------------------------|
| <input type="radio"/> Days | <input type="radio"/> Weekends |
| <input type="radio"/> Evenings | <input type="radio"/> Rotating Shifts |
| <input type="radio"/> Nights | |

Language:

I speak, read and/or write the following language(s):

- | | |
|--|----------------------------------|
| <input type="radio"/> Spanish | <input type="radio"/> Vietnamese |
| <input type="radio"/> Tagalog | <input type="radio"/> Mixteco |
| <input type="radio"/> American Sign Language | |
| <input type="radio"/> Other _____ | |

Schedule:

- ☐ Regular full-time (full benefits)
☐ Regular part-time (less than 40 hrs. per week - limited benefits)
☐ Intermittent - full-time/part-time (1664 hrs. maximum - no benefits)
☐ Extra help - full time/part-time (720 hrs. maximum - no benefits)

Are there any Departments you do NOT wish to work for?

- ☐ No ☐ Yes - specify

Employment Eligibility:

Can you, after employment, submit verification of your legal right to work in the United States?

- ☐ No ☐ Yes

U.S. Citizenship: Each peace officer must be a citizen of the United States or permanent resident alien who is eligible and has applied for United States citizenship. If applying for this type of position, can you furnish proof of either citizenship or application for citizenship?

- ☐ No ☐ Yes

Are you currently a Ventura County Employee: ☐ Yes ☐ No

Check Status: ☐ Regular ☐ Intermittent ☐ Extra Help ☐ Other _____ Employee ID# _____

Job Title _____ Dept: _____

☐ Yes ☐ No Are you 18 years of age or older?

☐ Yes ☐ No **Submit a copy of your DD 214 if you are requesting Veteran's Preference.** Not all positions are eligible for Veteran's Preference. To receive it you must have been discharged, other than dishonorably within 15 years of the final filing date for this position. Persons retired from military service with a pension are not eligible. Are you applying for Veteran's Preference?

Typing: Applicants for jobs requiring typing, please certify skill level: ☐ 35 WPM ☐ 45 WPM ☐ 50 WPM ☐ 60+WPM
(This is subject to verification. You may be required to submit proof upon request.)

License: Drivers License Number _____ State _____
Expiration Date (Month/Year) _____

Is driver license presently restricted, suspended, or revoked? ☐ Yes ☐ No (This information is subject to verification)

☐ Yes ☐ No Are you related by blood or marriage to anyone working for Ventura County? If "Yes" please list:

Name _____
Department _____
Relationship _____

☐ Yes ☐ No **Criminal Convictions:** Have you ever been convicted of a felony? (A conviction may not necessarily be disqualifying)
If yes, complete and submit a "Form A" (available at County Human Resources) with this application.

Education: Applicants may be required to furnish proof of academic training by transcript of diploma.

Highest Grade Completed ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12
College ☐ 1 ☐ 2 ☐ 3 ☐ 4
Post Graduate Work ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Name of High School Attended _____

Did you graduate? ☐ Yes ☐ No If "No", do you have a GED certificate? ☐ Yes ☐ No

College or University	Major/Minor	Units		Type of Degree Obtained
		Sem	Qtr	
				<input type="radio"/> 2yr <input type="radio"/> 4yr <input type="radio"/> Mstr <input type="radio"/> Doct <input type="radio"/> Cert <input type="radio"/> Othr
				<input type="radio"/> 2yr <input type="radio"/> 4yr <input type="radio"/> Mstr <input type="radio"/> Doct <input type="radio"/> Cert <input type="radio"/> Othr
				<input type="radio"/> 2yr <input type="radio"/> 4yr <input type="radio"/> Mstr <input type="radio"/> Doct <input type="radio"/> Cert <input type="radio"/> Othr

Professional License / Certification : (List those that are required by or pertinent to this application)

Title _____ Granting Agency _____
Expiration Date _____ Professional License # _____

Machine or Other Special Skills: (List only those that are pertinent to this application)

I certify that all statements and attachments are true to the best of my knowledge and I agree and understand that any misstatements or omissions of material facts on my part may forfeit my participation in the examination process and/or my right to employment, even if discovered after I have become an employee of the County of Ventura.

Signature _____ Date _____ Title of position applied for _____

Applicant Name _____

Employment History - Show your most recent position first: then list all other positions in order working down from the most recent. Use a separate block for each position held even though with the same organization. List employment, military service, volunteer work, or training which meets the requirements for this position. Use additional sheets, if necessary. Do not use entries as "See Resume" in place of completing this section

Present / Most Recent Position

Dates of Employment From (mm/dd/yy) _____ To (mm/dd/yy) _____ Ave # hrs worked/wk _____

Title _____ ☐ Please check if you feel this experience applies to this job

Duties _____

Name of Employer _____ Reason for Leaving _____

Mailing Address _____

_____ May we contact this employer ☐ Yes ☐ No

_____ Contact Person's Name _____

Salary \$ _____ /mo. Contact Person's Phone Number _____

Next Previous Position

Dates of Employment From (mm/dd/yy) _____ To (mm/dd/yy) _____ Ave # hrs worked/wk _____

Title _____ ☐ Please check if you feel this experience applies to this job

Duties _____

Name of Employer _____ Reason for Leaving _____

Mailing Address _____

_____ May we contact this employer ☐ Yes ☐ No

_____ Contact Person's Name _____

Salary \$ _____ /mo. Contact Person's Phone Number _____

Next Previous Position

Dates of Employment From (mm/dd/yy) _____ To (mm/dd/yy) _____ Ave # hrs worked/wk _____

Title _____ ☐ Please check if you feel this experience applies to this job

Duties _____

Name of Employer _____ Reason for Leaving _____

Mailing Address _____

_____ May we contact this employer ☐ Yes ☐ No

_____ Contact Person's Name _____

Salary \$ _____ /mo. Contact Person's Phone Number _____

Employment Questionnaire:

Applicants are asked to voluntarily provide the following information in accordance with County, State and Federal requirements. It is for **statistical purposes** and will not be retained with your application

Position applied for _____

Ethnicity:

- ☐ **White** (All persons having origins in any of the original peoples of Europe, North Africa or the Middle East)
- ☐ **Black / African American** (All persons having origins in any of the black racial groups of Africa)
- ☐ **Native Hawaiian / Other Pacific Islander** (Any person having origins in any of the peoples of Hawaii, Guam Samoa, or other Pacific Islands)
- ☐ **Asian** (All persons having origin in any of the original peoples of the Far East, Southeast Asian or the Indian subcontinent)
- ☐ **American Indian / Alaskan Native** (All persons having origins in any of the original peoples of North American and who maintain cultural identification through tribal affiliation of community recognition)
- ☐ **Hispanic / Latino** (All persons of Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race)

Gender ☐ Male ☐ Female

Age Group ☐ Under 21 ☐ 21-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60 and over

Applicants with Disabilities: Do you have any physical condition or limitation which will require **special testing arrangements**?

(Please be prepared to provide documentation)

☐ Yes ☐ No

Desired Accommodation: _____

How Did you Learn about this Job:

- ☐ Ventura County Employment Opportunities List, Job Announcement, or Contact with a Human Resources Department
- ☐ A newspaper or other publication (specify) _____
- ☐ Contact with a Ventura County department (other than Human Resources)
- ☐ An organization or group (specify) _____
- ☐ A friend or relative
- ☐ Other (specify) _____
- ☐ Internet Site (specify) _____