



**Thursday, September 26 • 10 AM – 1 PM**  
**County of Ventura Government Center**

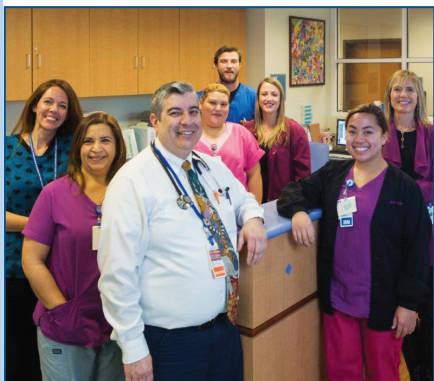
800 S. Victoria Avenue, Ventura CA • Main Courtyard  
*Between Hall of Justice and Hall of Administration*

**OPEN TO THE PUBLIC**

*All County of Ventura Agencies will be Represented*

**Learn about careers in:**

Administration & Support Services, Engineering,  
Environmental Protection, Planning, Agriculture,  
Health Care, Law Enforcement, Public Safety, Public  
Works, Recreational Services, Social & Public Services,  
Technology, *and much more!*



Equal Opportunity Employer

For more  
information  
please go to:  
**hr.ventura.org**

Parking Information for County of Ventura Job & Career Fair  
County Government Center, 800 S. Victoria Avenue, Ventura  
September 26, 2019 10:00am - 1:00pm  
Main Courtyard

**Freeway Access:**

- From the 126 east or west, exit Victoria Avenue, proceed south
- From the 101 north or south, exit Victoria Avenue, proceed north

**Recommended Parking:**

- Parking Lot F - access from entrance on Hill Street or Lark Street
- Parking Lot G - 3 hour time limit parking, access from entrance on Lark Street

Walkways, indicated in yellow below, bring you to the front of the Hall of Administration (HOA). The outdoor courtyard is located just beyond the breezeway between the Hall of Administration and the Hall of Justice (HOJ). **Please start at the check-in station near the entrance of the courtyard.** Bathrooms are located in the HOA and in the cafeteria section, next to Jury Services.



For questions about the Job & Career Fair please email: [HR.Admin@ventura.org](mailto:HR.Admin@ventura.org)





## Do NOT Rely on your Resume

Here is why...

The County of Ventura's Personnel Rules and Regulations require that recruitments must be conducted for open positions. To be considered for a recruitment, a job seeker must submit an application specific to that recruitment. **Remember the application IS A TEST!**

A resume and/or other related documents may be attached to supplement the information in your application; however, it/they may not be submitted in lieu of the application.

*Here are some other tips to follow in filling out a County application...*

DO:	DO NOT:
✓ <b>Submit in a timely fashion.</b> - Submit the application in advance of the filing deadline. We recommend you complete the supplemental questionnaire (if any) in advance in order to reduce the amount of work required.	✓ <b>Sell yourself short</b> – Please be sure to list all applicable experience you have acquired. Whether or not you proceed in the process will depend upon it. Your qualifications will be measured and compared to other candidates so it is crucial to present all qualifications you have.
✓ <b>Complete the application and proofread</b> - Ensure ALL fields on the application are completely filled out. Take the time to ensure your application is legible and can be read by others.	✓ <b>Make assumptions</b> – Do not assume HR staff know of your background or have any record of your work history with the County (if you have one). Also, do not assume we look at any applications submitted in the past.
✓ <b>Present comprehensive and organized information</b> - List all applicable employers for which you have recent and relevant experience.	✓ <b>Rely on your resume</b> – The application process at the County of Ventura is considered the first test in the selection process. We conduct structured evaluations of the information presented in the application. Although a resume may cover some related areas, it cannot substitute for the information provided. That said, it is highly recommended you focus your energy on the application.
✓ <b>Ensure your information is consistent</b> - Be consistent in the information you present in your application and the supplemental questionnaire.	✓ <b>Neglect the supplemental questions</b> – The responses provided to the supplemental questions often drive who will move forward in a process. Failing to clearly answer all components of the questions will likely have negative implications.
✓ <b>Ensure you are specific and detailed</b> – Be specific, clear, and accurate on the recency, relevancy, level, complexity, scope, quantity, quality, depth and breadth of your education and experience.	✓ <b>Wait until the last minute</b> – When an application is rushed it usually shows and increases the likelihood that one may omit relevant information or present information that is hard to understand. Both of these situations may make it difficult to evaluate your materials.