

### Marin County Employment Application

**HUMAN RESOURCES DEPARTMENT**  
3501 Civic Center Drive, Room 403  
San Rafael, CA 94903-4177  
An AA/EEO Employer  
Website: <http://www.co.marin.ca.us/jobs>



Phone: (415) 499-6104  
Fax: (415) 499-3669  
24-Hour Job Line: (415) 499-7800  
TTY: (415) 473-5780

Last Name

First Name  MI

Thank you for considering Marin County for employment. We appreciate that you have taken the time and effort to submit an application. Working for Marin County is both exciting and challenging. Regardless of your specific employment interest, you will provide public service to a local community that is active, diverse and expects high quality service. The attached application is the initial step in the selection process. Before completing the application, please read these instructions and the Job Announcement to ensure you submit all the information necessary for the County to evaluate your application. Applications must be received in the Human Resources Department no later than 5:00 PM on the application deadline date shown on the job announcement. Postmarks are not accepted. Submitting a complete, correct and legible application ensures that you will be given full credit for your education and experience.

**In order to track your application you are required to provide the following information:** the first three letters of your last name at birth, the month and day of your birth, and the last four digits of your Social Security Number. **Your application package can not be processed without this information. Any additional materials** (e.g. supplemental application, transcripts, certifications, etc.) **require a completed Document Cover Sheet**, which is included in this packet. Please make a copy of the Document Cover Sheet if you want to submit additional materials at a later date. Make copies of any additional materials you wish to keep before you submit your application. Submitted application materials will not be returned. Use a separate application for each job for which you wish to apply. Resumes are not accepted in lieu of the standard employment application.

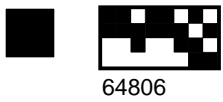
You can check on the status of your specific application or any recruitment or apply on-line by accessing our on-line employment center at <http://www.co.marin.ca.us/jobs>.

Your application form and all additional materials will be scanned. In order to ensure that we capture the correct information, all boxes must be completed in either black or blue ballpoint ink, using capital letters and staying within the boxes provided. See the sample below:

Last Name   
First Name  MI   
Mailing Address (please include apartment number)

**Date Stamp**





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**Applicant Identification Number**

First 3 letters of  
Last Name at Birth

Last 4 digits of Social  
Security Number



Month of Birth

Day of Birth



**EMPLOYMENT APPLICATION**

Recruitment Number

 -  - 

Disclosure of your Social Security Number is voluntary. It will be used for identification purposes only to ensure that proper records are maintained.

Social Security Number

 -  - 

Title of Position

Last Name

First Name

 MI 

Mailing Address (please include apartment number)

City

State  Zip  -

- Area  Marin County  North Bay  San Francisco  East Bay  
 All Other California Areas  Outside California  South Bay

Home Phone

 -  - 

Business Phone

 -  - 

Ext.

OK to leave message?  Yes  No

OK to leave message?  Yes  No

E-Mail Address (Optional) **Provide only if we may contact you primarily via e-mail.** Please write clearly so that we can tell the difference between letters and numbers, e.g., "O" and "0" (zero); "l" or "L" and 1 (one)

**TYPE OF EMPLOYMENT (CHECK AT LEAST ONE BOX)**

- Regular Full-Time  Regular, Part-Time  Extra Hire (Temporary)

Are you currently employed by Marin County as a regular (not extra hire) employee?  Yes  No

Are there any County departments where you do **NOT** want to work?  Yes  No If Yes, please specify:

**NOW AUTHORIZATION**

In compliance with a court issued consent decree, may we release your name to the Marin County Chapter of the National Organization for Women (NOW)?  Yes  No

**FOR HUMAN RESOURCES USE ONLY**

Accept  Reject  Educ  Expr  Lic  Loc  Bil  Shift  FT  PT  Typ  NMI  SQ  NI  Spec

Accept  Reject Comments  Reviewed

Vets Pts  N/E  5  10

Date Received  /  /  Received By  Number of Pages (not blank)  Page 3

**MILITARY SERVICE** Veterans preference points are added only to qualified applicants applying for entrance exams.

Veteran of U.S. Armed Services?  Yes  No If yes, proof of Veterans status (DD214) must be submitted.

**BILINGUAL ABILITY** Please list languages (other than English) in which you are fluent and circle applicable skill(s).

1. 

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 Speak Only  Speak/Read/Write

2. 

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 Speak Only  Speak/Read/Write

**ADDITIONAL PERSONAL INFORMATION**

As an adult, have you ever been convicted of a felony?  Yes  No

If "yes", please explain charges and circumstances. Exclude any marijuana-related offense more than 2 years old.

Conviction is not an automatic bar to employment. Each case is reviewed on the basis of job relatedness.

Have you ever been discharged or resigned in lieu of discharge?  Yes  No If yes, please explain:

**EDUCATION/BACKGROUND:** Please read the requirements section on the job announcement before completing this section.

High School Graduate?:  Yes  No If no, Passed High School Equivalency Tests?:  Yes  No

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

**EDUCATION AND EXPERIENCE**

Name and Location of College, University, Business Correspondence, Trade or Service Schools

	Course of Study	Degree Awarded	Completed		Did You Graduate?
			Sem Units	Qtr Units	
					<input type="radio"/> Yes <input type="radio"/> Attending <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> Attending <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> Attending <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> Attending <input type="radio"/> No

If the position for which you are applying has specific course requirements indicated on the job announcement, list the course(s) that satisfy these requirements, unless they are requested on the supplemental application.

Please list currently valid certificates of professional or vocational competence, licenses and expiration dates. (Include date of completion if requested on the job announcement flyer.)

Title \_\_\_\_\_ Issuing Agency \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_ ID# \_\_\_\_\_

Title \_\_\_\_\_ Issuing Agency \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_ ID# \_\_\_\_\_



**EMPLOYMENT HISTORY:** Please list all experience beginning with your current or most recent employer. Include volunteer assignments, on the job training and military service. To list additional employers, copy this page and attach to application.

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Name and Address of Organization		From		To	
		Month	Year	Month	Year
		<b># of Hrs. Worked Per Wk</b> _____			
Position Title	Supervisor Name/Title	Telephone and Area Code		# of People Supervised _____	
				Monthly Salary \$ _____	
Description of Your Duties					
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Reason For Leaving					

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Name and Address of Organization		From		To	
		Month	Year	Month	Year
		<b># of Hrs. Worked Per Wk</b> _____			
Position Title	Supervisor Name/Title	Telephone and Area Code		# of People Supervised _____	
				Monthly Salary \$ _____	
Description of Your Duties					
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Reason For Leaving					

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Name and Address of Organization		From		To	
		Month	Year	Month	Year
		<b># of Hrs. Worked Per Wk</b> _____			
Position Title	Supervisor Name/Title	Telephone and Area Code		# of People Supervised _____	
				Monthly Salary \$ _____	
Description of Your Duties					
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Reason For Leaving					

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Name and Address of Organization		From		To	
		Month	Year	Month	Year
		<b># of Hrs. Worked Per Wk</b> _____			
Position Title	Supervisor Name/Title	Telephone and Area Code		# of People Supervised _____	
				Monthly Salary \$ _____	
Description of Your Duties					
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Reason For Leaving					

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Name and Address of Organization		From		To	
		Month	Year	Month	Year
		<b># of Hrs. Worked Per Wk</b> _____			
Position Title	Supervisor Name/Title	Telephone and Area Code	# of People Supervised _____		
			Monthly Salary \$ _____		
Description of Your Duties					
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Reason For Leaving					

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Name and Address of Organization		From		To	
		Month	Year	Month	Year
		<b># of Hrs. Worked Per Wk</b> _____			
Position Title	Supervisor Name/Title	Telephone and Area Code	# of People Supervised _____		
			Monthly Salary \$ _____		
Description of Your Duties					
_____					
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Reason For Leaving					

I hereby certify that the statements in this application are true. I request, authorize and consent to investigation by the County of Marin of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for may result in immediate removal of my application from consideration or immediate discharge from employment arising from this application. I request and authorize the County of Marin to secure information related to this application and my experience, certification and/or licensure from former employers, personal and professional references, educational institutions, sources of certification or licensing and governmental/judicial agencies. I specifically request, authorize and consent to the County of Marin's thorough investigation of whether I have a record of criminal conviction, and if so, the nature of such criminal conviction and all surrounding circumstances available through lawful means, including providing my fingerprints to the County to facilitate this investigation. The County of Marin has advised me that its criminal background check will focus on convictions and that a criminal record will not necessarily disqualify me from employment. I request, authorize and consent to the foregoing parties to provide the requested information to the County of Marin and release them and the County of Marin from any liability arising there from. I understand that any offer of employment is considered tentative until satisfactorily passing a physical examination, at County expense, prior to the time of actual employment.

I am aware that the County of Marin may obtain public records regarding me for employment purposes, including but not limited to evaluation for employment, assignment, and/or promotion.

I acknowledge that the term public records as used herein are limited to records of arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.

Check one line only:

I hereby elect to receive any public records, which may be obtained by the County of Marin for employment purposes under Civil Code § 1786.53.

I hereby elect not to receive any public records, which may be obtained by the County of Marin for employment purposes under Civil Code § 1786.53.

**Date** \_\_\_\_\_ **Applicant's Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

NOTIFY THE HUMAN RESOURCES DEPARTMENT IMMEDIATELY OF ANY CHANGES IN YOUR STATUS AFTER YOU SUBMIT YOUR APPLICATION.

**Marin County** is located north of San Francisco, just across the Golden Gate Bridge. The Mediterranean climate along with the commitment to open space makes it one of the most enjoyable living areas in the country. The County of Marin provides a wide range of services including health care, social services, parks and open space, fire control, criminal justice, and community development to its more than 250,000 residents in its 521 square mile area. The county seat of Marin County is San Rafael and is easily accessible from all parts of the Bay Area.

Thank you for considering Marin County for employment. We appreciate that you have taken the time and effort to submit an application.

Working for Marin County can be exciting and challenging. Regardless of your specific employment interest, you will provide public service to a local community that is active, diverse and expects high quality service.

It is sometimes said that the recruitment process in government hiring is too lengthy. We find that the time frame we use is necessary to attract and evaluate all candidates in a thorough and fair process. To give you an idea of the time frame, the following is indicative of a typical recruitment.

Recruitments generally have a two to six week application filing period.

- Candidates are notified of their status information approximately five days after the close of the filing period.
- If you meet the minimum qualifications, you will receive notification informing you of the subsequent testing process. This generally takes another week or two. If you do not meet the minimum qualifications, you will receive a notice stating the reason.
- Should a second or third step be necessary due to the number of candidates, it may take an additional week or two. Notices of each step will be mailed to the candidate.
- If you are among the final candidates, again, you will receive notification. The candidates with the top five scores will be the first to be certified to the department with a vacancy. Candidates are sent an invitation to the selection interview when they are certified.
- Depending on the number of candidates for each recruitment, the examination timeframe may be anywhere from one to six weeks after the filing deadline.

Although the recruitment process may take several weeks, the rewards of County employment are plentiful. Attaining County employment is an honored accomplishment. It means you were among the most qualified in your chosen field! You will be joining other high quality individuals in providing excellent service to a wonderful community.

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**Disclaimer:**

**The provisions of the recruitment announcements do not constitute an expressed or implied contract. Any provision contained in such announcements may be modified or revoked without notice. Questions regarding a recruitment announcement may be directed to the Human Resources Department.**

**DATE RECEIVED**

