

EXAMINATION AND/OR EMPLOYMENT APPLICATION

STD. 678 (REV. 8-97) Page 6

INSTRUCTIONS

Read the following instructions carefully before completing this Application. Please complete the Application on a typewriter or personal computer or print in ink. All questions **must** be answered completely and accurately, except as noted. You may be disqualified for any false or misleading statements or for omitting information. The information you furnish will be used to determine your eligibility and/or may be the basis for arriving at your final rating in an examination. During the course of an examination, you may be requested to provide additional information regarding your qualifications, your preference regarding work location, shifts, etc., and health/medical background.

Social Security Number—Providing this is voluntary in accordance with the Privacy Act of 1974 (PS 93-579). However, if the Social Security number is not provided, the department administering this examination will be unable to process your application for purposes of granting Veteran's Preference points, Career Credits, written test waivers, or to check for eligibility in promotional examinations. The department may also be hampered in processing this examination as quickly as possible to fill existing vacancies.

Examination Title—Fill in the exact title of the examination from the examination bulletin. Only civil service employees who meet the definition of a promotional candidate may file for promotional examinations. All others must file for open examinations.

Question 2—Reasonable Accommodation will be provided to applicants who need assistance to take an interview or written test. If you check "Yes" you will be contacted via telephone or mail to make specific arrangements.

Question 5—Employment History/Discharges. These questions must be answered by all applicants. (a) You must answer "Yes" if you have ever, because of poor performance or misconduct, been fired from a job, let go, or had a work contract terminated. (b) You must answer "Yes" if you have ever quit a job after being informed that you were under suspicion of misconduct or poor performance or after being informed you could receive disciplinary action. (c) You must answer "Yes" if you were ever advised that you would be rejected, released, or not hired permanently after a trial period. Explain any "Yes" answers in Item 12. Include the facts in brief, the grounds for any action taken against you, and the circumstances under which you left the position.

Questions 8 through 11—These questions should be answered only if the examination bulletin indicates (a) a minimum or maximum age requirement for eligibility; (b) a California Driver License requirement; or (c) the examination is for a peace officer classification. You should review the examination bulletin carefully for details and the circumstances under which you may answer "No" to Items 10 or 11.

12. Explanations—Use this space to explain the details of any response that requires additional information. Be thorough, and attach additional sheet(s) if needed.

Signature—Your signature and the date signed is required. If the Application is not signed, it may be rejected. Even though a notice will be sent to you, it may result in your missing the final filing date for this examination.

13. Education—You must include a complete record of your training and educational background. Please read the Requirements section of the examination bulletin carefully for any special educational requirements. If more space is needed, attach additional sheet(s).

14. Licenses—If the examination bulletin calls for a specific license, professional certificate, or membership in a professional organization, list the full name of the license, certificate or organization, the license number, and the official expiration date of the document or membership. (Examples: membership in the California State Bar, a medical or nursing license, a Fire Fighter Apprentice Certification, etc.)

15. Experience—You must include a complete list of your paid and/or volunteer work experience **which relates to the qualification requirements specified on the examination bulletin**. The work experience you list will be used to determine if you meet the stated qualifications. List all relevant jobs regardless of duration, including part-time and military service, during the last ten years. You should also list volunteer experience and jobs held more than ten years ago if they relate directly to the job for which you are applying. **State employees must list the specific departments for which they worked and indicate the specific civil service class title(s) held.**

If **Veteran's Preference Points** are being granted in this examination and you qualify, you must apply before the scheduled examination on Application for Veteran's Preference Form SPB-1093.

NOTE: Your completed Application and other examination-related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code Section 18934. This Application and other confidential information **will not be returned**; therefore, we recommend that you keep a copy of your completed Application for your personal records.

Discrimination on the basis of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation is prohibited.

**PLEASE ENTER YOUR NAME ON PAGES 1 THROUGH 4
AND STAPLE ALL PAGES OF THE
APPLICATION TOGETHER BEFORE SUBMITTING!**