



Contra Costa County

TACTICAL EMPLOYMENT TEAM SPECIAL EMPLOYMENT LIST FORM

Contra Costa County Human Resources
651 Pine Street – 2nd Floor
Martinez, California 94553-1292
<http://www.cccounty.us/hr>

DATE RECEIVED	
official use only	
SEL	
Scanned by: _____	Date: _____
<small>Clerk initials</small>	

PLEASE TYPE OR PRINT IN INK

For Human Resources Use Only	
Accepted	Rejected
Analyst _____	Date _____
Reason: <input type="checkbox"/> Educ.	<input type="checkbox"/> License/Cert.
<input type="checkbox"/> Exp.	<input type="checkbox"/> Incomplete
<input type="checkbox"/> Other	

1. CLASSIFICATION LAID OFF FROM:

LAYOFF DATE:

2. Social Security Number:

Employee ID #:

3. Name:

Last Name

First Name

Middle Name

4. Address:

No.

Street

Apt. No.

City

State/Zip Code

5. Phone:

()

()

Home Phone

Alternate Phone

6. E-mail Address (print clearly):

7. Valid California Driver's License: Yes No CDL#:

Class A Class B Class C Expiration Date:

8. Please Check Your Preferences

A) Type of Employment

- Permanent Full-Time
- Permanent Part-Time
- Permanent Intermittent
- Temporary
- Project

B) Shift

- All
- Day Shift
- Afternoon to Midnight)
- Graveyard
- Rotating

C) Work Location

- Central County
- East County
- West County
- South County

9. Are you fluent in any language other than English? If so, please specify:

(Will require bilingual evaluation)

10. Education: Check appropriate box if you possess one of the following:

High School Diploma

G.E.D. Certificate

California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: _____

Names of Colleges / Universities Attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A)		Yes <input type="checkbox"/> No <input type="checkbox"/>				
B)		Yes <input type="checkbox"/> No <input type="checkbox"/>				
C)		Yes <input type="checkbox"/> No <input type="checkbox"/>				
D)		Yes <input type="checkbox"/> No <input type="checkbox"/>				
Other schools/training completed	Course Studied	Hours Completed	Certificate Awarded			
E)						
F)						

11. THE FOLLOWING SECTION MUST BE FILLED OUT COMPLETELY. List experience that relates to the qualifications as required on the job posting. Begin with your most recent experience. List each promotion separately. Use additional sheets if necessary. Voluntary non-paid experience will be accepted if job related. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

A) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____ To _____ Total _____ Yrs. _____ Mos. _____	_____ _____ _____ Title _____ Reason for Leaving _____	
Salary \$ _____ Hrs. per week _____ <input type="checkbox"/> Volunteer		

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Salary \$ _____ Hrs. per week _____ <input type="checkbox"/> Volunteer		

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Salary \$ _____ Hrs. per week _____ <input type="checkbox"/> Volunteer		

- 12.** I authorize the employers and educational institutions identified in this employment application to release any information they have concerning my employment or education to the County of Contra Costa Yes No May we contact your present employer? Yes No
- 13.** I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand and agree that misstatements / omissions of material fact will cause forfeiture of my rights to employment with Contra Costa County.

DATE

SIGNATURE OF APPLICANT