



**COUNTY OF LOS ANGELES  
DEPARTMENT OF HUMAN RESOURCES**

HEADQUARTERS  
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE  
3333 WILSHIRE BOULEVARD, SUITE 1000 • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2299 FAX (213) 637-0823

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

April 26, 2006

To: Each Supervisor

From: Michael J. Henry  
Director of Personnel

Subject: **ADMINISTRATIVE INTERN OPEN COMPETITIVE EXAMINATION**

We have commenced our spring 2006 recruitment process for the Administrative Intern Program. Applications will be accepted until 5:00 p.m. on Friday, May 12, 2006. A Los Angeles County Employment Application form must be submitted by mail, in person, at the Department of Human Resources (DHR), Employment Information Services, 3333 Wilshire Boulevard, Suite 100, Los Angeles, CA 90010, or online (via electronic submission) by the application deadline listed above. Applications may be downloaded from the internet and submitted to the address above or electronically at the DHR website <https://easier.co.la.ca.us>. We have enclosed several bulletins and applications for your office.

If you have any questions, please contact me, or your staff may contact Lu Takeuchi at (213) 738-2299.

MJH:TJH  
LT:RAS

Enclosures

c: Department Heads

ras/H TA/AIS® class/Memo to BOS exam opening

*To Enrich Lives Through Effective and Caring Service*



**COUNTY OF LOS ANGELES  
DEPARTMENT OF HUMAN RESOURCES  
OPEN COMPETITIVE JOB OPPORTUNITY**



**THIS IS A REBULLETIN TO AMEND EXAMINATION CONTENT AND SUPERSEDES BULLETIN NO. 06-021 POSTED ON APRIL 20, 2006. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.**

Bulletin No. 06-033

Posting Date: April 20, 2006

<b>JOB TITLE</b>	<b><u>ADMINISTRATIVE INTERN</u></b>
<b>EXAM NUMBER</b>	R0895H
<b>FILING DATES</b>	April 21, 2006 - May 12, 2006
<b>SALARY</b>	\$3,132.73 - \$3,678.18 MONTHLY
<b>PROGRAM INFORMATION</b>	<p><b>THE ADMINISTRATIVE INTERN PROGRAM:</b> This program is designed for individuals interested in pursuing a career in County government. The program is a two-year, paid internship during which Administrative Interns, as County employees, are provided a general overview of the County government system through classroom participation and practical job assignments. Through their assignments, Interns are also exposed to the responsibilities of County departments that provide services in such critical areas as public health, child welfare, social services, arts and cultural activities, law enforcement, and community development.</p> <p>Interns spend 12 months in the Department of Human Resources gaining experience in such areas as Recruitment and Selection, Compensation, Classification, or Organizational Development; and 12 months in the Chief Administrative Office working in such areas as Asset Management, Compensation, Employee Relations, Budget, or Legislation. During the course of the program, Interns are given periodic appraisals assessing their participation and performance in classroom and departmental assignments. Interns must successfully complete a 12-month probationary period, and all work assignments and training requirements during the two-year program.</p> <p>Successful completion of this program will enable Interns to compete for various permanent administrative or technical positions throughout the County.</p>
<b>ESSENTIAL JOB FUNCTIONS</b>	<p>Participates in carrying out routine to complex analyses, studies, projects, and the implementation of program initiatives and directives; prepares and reviews routine to complex reports, forms, correspondence, and presentations; attends and participates in Departmental, Countywide, State, and Federal committees, training sessions, and task forces; consults with, presents information to, and responds to inquiries from various individuals; maintains various documents.</p>

Department of Human Resources: Address: 3333 Wilshire Boulevard, Los Angeles, CA 90010  
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 899-4099

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**SELECTION  
REQUIREMENTS**

A Bachelor's Degree or higher from an accredited\* four-year college or university.

Candidates who will meet the requirements by the end of June 2006 may also apply but their name will be withheld from certification until all requirements are met and a copy of degree or official transcripts are submitted. ALL OTHER CANDIDATES MUST SUBMIT PROOF OF GRADUATION BY THE LAST DATE OF FILING. FAILURE TO SUBMIT THE PHOTOCOPY OF DIPLOMA OR OFFICIAL TRANSCRIPT WILL RESULT IN YOUR APPLICATION BEING REJECTED.

\*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.

**Physical Class: 2 - Light:**

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**Licenses:** A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special Requirement Information:** Applicants that submit a hard copy application and have graduated before June 2006, **MUST** submit a verification of degree from an accredited college or university along with the county application **AT THE TIME OF FILING** to qualify. A photocopy of the diploma **OR** the official transcripts is acceptable. Failure to submit a copy of diploma or a copy of official transcripts will result in applications being rejected. Applicants claiming Veteran's credit need to submit a copy of a DD214 form for review and consideration of additional points. Applicants who apply Online and have graduated before June 2006, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 380-3681 within five (5) business days of filing Online. Please send it attention, Naila Jahan Zaman, and include the exam number and exam title.

**SPECIAL  
INFORMATION**

**Shift: Any Shift**

It is anticipated that this list will be used to fill an Administrative Intern class that will begin in Fall 2006. When appointments are made, appointees may be required to work any shift, including evenings, nights or weekends.

<p><b>EXAMINATION CONTENT</b></p>	<p>This examination will consist of two (2) parts. Part I: A written test covering Knowledge of Statistical Concepts/Data Collection Principles and Methodology, Data Analysis and Interpretation/Basic Mathematics, Written Expression, and Reading Comprehension weighted thirty-five (35) percent. Part II: A structured interview covering Job Preparation, Oral and Interpersonal Communication Skills, Work Habits, and Adaptability and Dependability weighted sixty-five (65) percent. <b>NO TRANSFER OF SCORES PRIVILEGES WILL BE GIVEN FOR THIS EXAMINATION.</b></p> <p><b>ONLY THOSE CANDIDATES WHO PASS THE WRITTEN TEST (PART I) WILL BE ELIGIBLE TO COMPETE IN THE STRUCTURED INTERVIEW (PART II) PORTION OF THE EXAMINATION. CANDIDATES MUST PASS ALL TEST PARTS IN ORDER TO BE PLACED ON THE ELIGIBLE LIST FOR THIS EXAMINATION.</b></p> <p><b>THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</b></p> <p>Study guides and other test preparation resources are available to help candidates prepare for written employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <a href="http://dhr.lacounty.info">http://dhr.lacounty.info</a> and clicking Job Information and then on Employment Test Preparation.</p>
<p><b>ELIGIBILITY INFORMATION</b></p>	<p>The names of successful candidates will be placed on the Eligible List for a period of six (6) months.</p> <p style="text-align: center;"><b>*** IMPORTANT INFORMATION ***</b></p>
<p><b>APPLICATION INFORMATION</b></p>	<p>All applicants are required to submit a Standard Los Angeles County Employment Application. You have the option of filing your Standard Los Angeles County Employment Application either online (via electronic submission) -OR- via hard copy submission. <b>PLEASE SELECT ONLY ONE METHOD TO FILE YOUR APPLICATION.</b></p> <p><b><u>Instructions for Filing Online:</u></b> The Standard County Employment Application for this examination can be completed online and submitted electronically. Online filing has been designed to facilitate and expedite the filing process for this examination. A Standard Los Angeles County employment application for this position will be accepted beginning Friday, April 21, 2006 through Friday, May 12, 2006 by 5:00 p.m., PST. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 380-3681 within five (5) business days of filing Online. Please send it attention, Naila Jahan Zaman, and include the exam number and exam title. To file an application Online go to: <a href="https://easier.co.la.ca.us">https://easier.co.la.ca.us</a>.</p> <p><b><u>Instructions for Hard Copy Submission:</u></b> Standard County Employment Applications are available at the filing location below. To download a Standard Los Angeles County Employment Application, please visit <a href="http://dhr.lacounty.info">http://dhr.lacounty.info</a>. (Use this only if you are not filing online). Applications will be accepted on business days only between 8:00 a.m. and 5:00 p.m., PST, beginning Friday, April 21, 2006 through Friday, May 12, 2006. Applications must be received, either in person or through mail, by 5:00 p.m., on the last day of filing, at the location listed below.</p> <p>Whether you file by using a hard copy application or via the Online method, the acceptance of your application depends on whether you have clearly shown that you meet the <b>SELECTION REQUIREMENTS</b>. Fill out the</p>

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	<p>application completely and correctly to receive full credit for any related education and job experience you include. A): In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. In order to receive credit for any college course work, or any type of college degree, such as an Associate, Bachelor, Master, or Doctorate degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application. B): For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Resumes may be attached; however, they will not be accepted in lieu of a completed application.</p> <p>Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:  Employment Information Services Office  3333 Wilshire Boulevard, Suite 100  Los Angeles, CA 90010  (213) 738-2084</p>
<p><b>DISABILITY ACCOMMODATIONS</b></p>	<p>Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2057.</p>
<p><b>AN EQUAL OPPORTUNITY EMPLOYER</b></p>	<p>Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2057. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 899-4099 or (800) 897-0077. The County will attempt to meet reasonable accommodation requests whenever possible.</p> <p>Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.</p>
<p><b>CHILD SUPPORT COMPLIANCE</b></p>	<p>Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.</p>
<p><b>VETERAN'S CREDIT</b></p>	<p><b>VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:</b></p> <ul style="list-style-type: none"> <li>● During a declared war; or</li> <li>● During the period April 28, 1952 through July 1, 1955; or</li> <li>● For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or</li> <li>● In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.</li> </ul> <p>This also applies to the spouse of such person who, while engaged in such</p>

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<p><b>EMPLOYMENT ELIGIBILITY INFORMATION</b></p>	<p>service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.</p> <p>Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.</p>
<p><b>RECORD OF CONVICTIONS</b></p>	<p>A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). <b>ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.</b></p>
<p><b>SOCIAL SECURITY ACT OF 2004</b></p>	<p>Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website <a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.</p>
<p><b>VACANCY INFORMATION</b></p>	<p>Administrative Interns will be employed by the Department of Human Resources.</p> <p>Note: The eligible list from this examination may also be used by various departments for filling both temporary and permanent positions for other appropriate vacancies.</p>

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**COUNTY OF LOS ANGELES  
EMPLOYMENT APPLICATION  
INFORMATION SHEET**

*Department of Human Resources*  
24-Hour Job Information Hotlines:  
Open Competitive: (800) 970-5478  
Transfers/Promotional Opportunities for current  
County employees: (213) 974-8335  
TTY: (800) 899-4099 <http://dhr.lacounty.info>

*Please Read Carefully*

**1. COMPLETING YOUR APPLICATION:**

- a. THE APPLICATION SHOULD BE COMPLETE AND ACCURATE BEFORE SIGNING. INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED.
- b. Your SOCIAL SECURITY NUMBER MUST BE INCLUDED for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- c. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the bulletin.

**2. MINIMUM OR SELECTION REQUIREMENTS** are listed in the examination bulletin.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THE REQUIREMENTS. The information you provide will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the bulletin. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the bulletin states otherwise. Report it as "volunteer" or "unpaid" in the box for monthly salary. Experience is evaluated on the basis of a verifiable 40-hour week.

**3. APPLICATION DEADLINE:**

- a. If the bulletin has a closing date, submit the application and all required information as listed on the bulletin by the specified deadline. **POSTMARKS WILL NOT BE ACCEPTED. LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- b. Applications for positions designated "**Apply in Person**" must be filed in person at the address given. Filing may be closed without notice.

**4. PROMOTIONAL EXAMINATIONS:**

- a. Please list separately the PAYROLL TITLE for each job. Do not group your experience. If more space is needed, attach additional sheet(s) to your application. Specify the beginning and ending dates for each job. If you have been promoted, do NOT list all of your time with the County under your present payroll title.
- b. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated in the examination bulletin, it will not be considered unless it is verified in writing by your department's Human Resources Office. A signed Verification of Experience letter must be filed with your application or submitted by the last day for filing, or it will not be accepted.
- c. Permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or as otherwise indicated on the bulletin.

**5. VETERANS PREFERENCE CREDIT** of 10 points will be added to your final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- a. During a declared war; or
- b. During the period April 28, 1952 through July 1, 1955; or
- c. For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- d. In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans Preference Credit. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**6. CHANGE OF NAME OR ADDRESS** should be reported in writing immediately to the department to which you submitted your application. Include your Social Security Number, former name and/or address, as well as your new name and/or address and the title(s) and number(s) of the examination(s) for which you have applied.

**7. EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION POLICY:**

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE EXAMINATION BULLETIN. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**8. RECORD OF CONVICTIONS:** A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**



# County of Los Angeles EMPLOYMENT APPLICATION

## Department of Human Resources

24-Hour Job Information Hotlines:  
Open Competitive: (800) 970-5478  
Transfers/Promotional Opportunities: (213) 974-8335  
TTY: (800) 899-4099 <http://dhr.lacounty.info>

PLEASE PRINT LAST

1a. EXAM NUMBER		1b. EXAMINATION TITLE		<b>OFFICIAL USE ONLY</b>		<input type="checkbox"/> ACCEPTED <input type="checkbox"/> DENIED							
2. SOCIAL SECURITY NUMBER (needed for record control purposes)				Analyst		Date							
3. NAME Last		First		M.I.									
OTHER NAMES USED IN EMPLOYMENT Last		First		M.I.									
4. ADDRESS Number		Street		Apt. #									
City		State		Zip									
5a. HOME PHONE			5b. BUSINESS/MESSAGE PHONE			Final Score	Group	Veterans Credit	Withhold Date				
5c. E-MAIL ADDRESS													
6. Please check all areas in which you would accept employment. You will be considered only for areas checked.													
A. <input type="checkbox"/> Any Area (If you check this box, no need to check any other area boxes.)		B. <input type="checkbox"/> Antelope Valley Palmdale/Lancaster		C. <input type="checkbox"/> San Fernando Valley Burbank/Glendale/Northridge/Santa Clarita									
D. <input type="checkbox"/> San Gabriel Valley Pasadena/Monterey Park/El Monte/Pomona		E. <input type="checkbox"/> Metro Los Angeles/West Hollywood/Eagle Rock		F. <input type="checkbox"/> West Malibu/Santa Monica/Beverly Hills									
G. <input type="checkbox"/> South Inglewood/ Compton /Willowbrook/Watts		H. <input type="checkbox"/> East Montebello/ Downey /South Gate/Whittier		I. <input type="checkbox"/> South Bay/Harbor Carson/Torrance/Long Beach/Hermosa Beach									
7. Indicate the type of appointment you will accept:				A. <input type="checkbox"/> Full-time Permanent (40 hours per week)		B. <input type="checkbox"/> Temporary		C. <input type="checkbox"/> Recurrent, As Needed, or Seasonal					
8. Shifts you are willing to work:													
A. <input type="checkbox"/> Day		B. <input type="checkbox"/> Evening		C. <input type="checkbox"/> Night		D. <input type="checkbox"/> Rotating		E. <input type="checkbox"/> On Call		F. <input type="checkbox"/> Weekend		G. <input type="checkbox"/> Any	
9. Do you know any language other than English? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES indicate language(s):													
A. _____		B. _____		C. _____									
<input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write		<input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write		<input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write									
10. Have you ever been a County of Los Angeles employee? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," please complete the following information.													
Employee Number		Payroll Title			Item Number		Employment Status:						
Department		Department Number			<input type="checkbox"/> Permanent			<input type="checkbox"/> Temporary		<input type="checkbox"/> Recurrent			
11. If a license or certificate (including Bilingual Certificate) is required for this job, list those you possess and provide dates of expiration.													
License or Certificate		Number		Date Issued		Expiration Date							
12. To qualify for employment you must be either (a) a citizen of the United States of America, or (b) a registered alien with government permission to work in this country. Does either statement (a) or (b) describe your status as a resident of this country? <input type="checkbox"/> YES <input type="checkbox"/> NO													
13. Do you claim Veterans Credit? (Veterans Credit is applicable to open competitive examinations only.) <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," attach a copy of your DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service. (See Application form Information Sheet for Veterans Credit criteria.)													
14. Have you ever been fired or asked to resign? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," please attach an explanation with the name and address of the company, and the date and the reason for the termination.													
15. Have you ever been convicted of a misdemeanor or felony by a criminal or military court? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," please complete the Record of Convictions section below.													
List all convictions. <b>Attach an additional sheet if necessary.</b>													
NAME (Please Print) Last		First		M.I.									
OTHER NAMES USED													
SOCIAL SECURITY NUMBER		DATE OF BIRTH		Month		Day		Year					
OFFENSE or CASE NAME (Give Penal or other code section if known)						CASE NUMBER							
CONVICTION/ORDER DATE		Month		Day		Year		LOCATION OF COURT		City		State	
SENTENCE or FINE													

FIRST

MIDDLE

COUNTY OF LOS ANGELES

How did you learn about this position?

A.  Ad    B.  County Employee    C.  County Bulletin Board    D.  Campus Recruitment    E.  Library

F.  Job Fair    G.  Internet    H.  Job Hotline    I.  Other

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

Exam Number: \_\_\_\_\_ Exam Title: \_\_\_\_\_

The following voluntary information is requested for the County of Los Angeles to evaluate its hiring practices and to prepare reports required by law for the State and Federal Government. This form will be detached from the employment application. This information will be confidential and will **NOT** be used to make a decision about your employment.

<p>A. Please mark the group that best describes your race/ethnicity.</p> <p>1. <input type="checkbox"/> White</p> <p>3. <input type="checkbox"/> Black/African American (not of Hispanic origin)</p> <p>5. <input type="checkbox"/> Hispanic/Latino (Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race)</p> <p>6. <input type="checkbox"/> American Indian (subject to verification)</p> <p>7. <input type="checkbox"/> Asian or Pacific Islander (excluding Filipino)</p> <p>8. <input type="checkbox"/> Filipino</p>				<p>B. Gender</p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p>			
DATE OF BIRTH	Month	Day	Year	NAME	Last	First	M.I.
<p><input type="checkbox"/> Disabled – A person with a disability is an individual who: (1) has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; (3) is regarded as having such an impairment or medical condition.</p>							