

TACTICAL EMPLOYMENT TEAM SPECIAL EMPLOYMENT LIST FORM

MAIL OR DELIVER TO: Contra Costa County Human Resources 651 Pine Street – 2nd Floor Martinez, California 94553-1292

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official use only				
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Scanned by:	Date:			
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PLEASE TYPE OR PRINT IN INK				

For Human Resources Use Only			
Accepted	Accepted Rejected		
Analyst	Date		
Reason: 🗖 Educ.	☐ License/Cert.		
☐ Exp.	☐ Incomplete		
☐ Other			

Apply online at: http://www.cccounty.us/h	r PLEASE T	YPE OR PRINT IN INK				
1. POSITION LAID OFF FROM:		PRINT EXACT TITLE				
		PRINT EXACT TITLE				
2. Social Security Number:		Employee ID #:				
3. Name:						
Last Name		First Name			Middle Nan	ne
4. Address: No. Stre	et Apt. No.		City		s	tate/Zip Code
5. Phone: ()	()				·
Home Pho	ne	Alternate Phone				
6. E-mail Address (print clearly):						
7. Valid California Driver's License:	Yes 🔲 No 🔲 CDL#:	Clas	s A 🔲 Class	B 🔲 Class	C D Expiration	n Date:
8. By which method would you prefe	er to be notified about application					
9. Please Check Your Preferences						
A) Type of Employment	B) Shift	C) Days Off		I	D) Work Locati	ion
Any	Any	□Any			Any	
Permanent Full-Time	☐ Days (8 am – 5 pm)	☐ Saturday and	Sunday		☐ East ☐ Central	
☐ Permanent Part-Time☐ Permanent Intermittent	☐ Evenings (Afternoon to Midi☐ Graveyard (Midnight – AM)				☐ West	
☐ Temporary	Rotating	Split days			■ West	
Project	— Rotating					
10. Bilingual? Yes No	Language:	ease Specify)		Speak 🗖	Read Write	· 🗖
	(Ple	ease Specify)				
11. Education: Check appropria High School Diploma	te box if you possess one of the fo		☐ Califo	rnia High S	chool Proficiend	ov Cortificato
-				•	CHOOL FIORCIER	cy Certificate
Give Highest Grade or Education	al Level Achieved:					
Names of Colleges / Universities Attended	Course of Study / Major	Degree Awarded	Units Co	mpleted	Degree Type	Date Degree Awarded
			Semester	Quarter		
A)		Yes No No				
В)		Yes No No				
C)		Yes No No				
D)		Yes No No				
Other schools/Training Completed	Course Studied	Hours Comple	ted		Certificate /	Awarded
E)						
F)						

	Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
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-	Hrs. per week lunteer	Reason for Leaving	
	Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
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13	Lauthorize the employers and od	ucational institutions identified in this employment	application to release any information they have concerning my employment or educa
	radinonize the employers and ed		May we contact your present employer? Yes \square No \square

SKILLS INVENTORY CODE SHEET

This questionnaire is necessary to get your skills and experience into our inventory skills bank.

Social Security Number:	0	Employee ID #:	
Name:	1	- C	
Last Name		First Name	Middle Initial

Instructions: Please check the box next to the item(s) which best describe your work experience. Please indicate the number of years and/or months next to each item. Please list additional skill(s) under the skill bank indicated as "Other" (i.e. unpaid work experience or volunteer work, non-education training courses and items not listed).

<u> </u>		<u> </u>					
Clerical							
Administrative Support	Billing	Business Writing					
Shorthand WPM	Data Entry WPM	Legal Typing WPM					
Typing WPM	General Clerical	Mail Distribution					
Reception	Secretarial	Word Processing					
Court ReportingWPM	Statistical Typing WPM	Transcribing WPM					
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	Accounting						
Accounts Payable	Accounts Receivable	Accrual Accounting					
Auditing	Bank Teller	Dookkeeping					
Cash Accounting	Coding	Collections					
Credit Checking	Credit Specialist	Payroll					
Order Processing	Reconciliation	Timekeeping					
	Professional						
Administrative Support	Benefits	Budget Analysis					
Budgets	Contracts	Counselor, Guidance					
Financial Assistant	Personnel	Planning					
Project Management	Supervision	Training					
1 reject wanagement							
	General Services						
Carpentry	Cashiering	Ceiling Cleaning					
Cook	Dining Room Attendant	Floor Waxing					
Food and Beverage Service	General Labor	Hand Dishwashing					
Hospital Attendant	Housekeeping	Inventory					
Litchen Kitchen	Laundry	Loading and Unloading					
☐ Machine Dishwashing	Meal Preparation	Serving					
Order Processing	Painting	Shipping and Receiving					
Stock Control	Table Service	Trayline					
☐ Truck Delivery	Vacuuming	Wall Cleaning					
Warehousing	Window Cleaning						
	Public Safety						
Animal Control	Correctional Guard	Dispatching					
Fire-Fighting	Investigations	Law Enforcement					
Probation	Safety Patrol	Security Protection					
Surveillance	Vehicle Inspection	Video Surveillance					
Technical							
☐ Networking	Data Processing	Job Processing					
System Backups	Data Processing Database Backups	Computer Installation					
System Backups Network Diagnostics		Server Security					
	Systems Analysis						
Preventative Maintenance	Programming Languages	Operating Systems					
Software Installation	System Design	Troubleshooting					
Helpdesk	Application Development						
Other							
Comments:							