



California Traffic Safety Institute

A Court Assistance Program

Court Name Applying For:

Today's Date:

Last Name	First Name	Middle Name

Address:

City:	State:	Zip:	
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Home Phone Number:

Work Number:

Driver's License #:

Social Security #:

Position Applying For:

Part Time:

Full Time:

Salary Desired:

When will you be available for work?

Have you ever applied for employment with our company?

If so, when?

Do you have any friends or relatives working for C.T.S.I. or the court system?

If so, please list their names below:

Name:		Relation:		Office Location:	
Name:		Relation:		Office Location:	

1. Are you legally eligible for employment in the United States? (If hired, proof will be required)
2. If hired, can you show proof of age?
3. Are you a U.S. citizen?
4. Can you read, speak or write any language other than English?
5. If so, what language?
6. Have you ever been bonded?
7. Have you ever been convicted of a felony?
8. Have you ever been convicted of a misdemeanor?

Conviction will not necessarily disqualify you from employment. If you answered yes to question number 7 and/or 8, please explain below:

EDUCATION (Check all that apply):

- High School
 9
 10
 11
 12
 GED
 HS Diploma
- Some College
 College Degree

Educational Institutions Attended	Course of Study/Major	Units Completed	Type of Degree or Certificate	From Mo/Yr	To Mo/Yr

Computer Skills (words per minute, programs, etc.):				
Office machines you have experience with:				
Describe any special skills you possess:				
May we contact your current employers? Yes No				
May we contact your past employers? Yes No				
Name and address:				
Salary:		Position:		
Supervisor's name and phone number:				
From: (date)		To: (date)		
Duties:				
Reason for leaving:				
Name and address:				
Salary:		Position:		
Supervisor's name and phone number:				
From: (date)		To: (date)		
Duties:				
Reason for leaving:				
Name and address:				
Salary:		Position:		
Supervisor's name and phone number:				
From: (date)		To: (date)		
Duties:				
Reason for leaving:				
Providing the following information means that you give this company permission to contact your references.				
Personal references (Names of three people not related to you)				
Name	Address	Phone Number	Years Known	
Person to contact in an emergency:				
Name	Address	Home #	Work #	Relationship

THE INFORMATION PROVIDED IN THIS APPLICATION FOR EMPLOYMENT IS TRUE AND COMPLETED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF I AM EMPLOYED, ANY FALSE STATEMENTS OR OMISSIONS OF FACT WILL BE CONSIDERED A CAUSE FOR DISMISSAL.

I UNDERSTAND AND AGREE THAT IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT WILL AT ANY TIME WITHOUT PRIOR NOTICE. THIS APPLICATION SHALL NOT BE CONSTRUED AS A CONTRACT.

Signature:		Date:	
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DO NOT WRITE BELOW THIS LINE. TO BE COMPLETED BY CTSI SUPERVISOR.

Interviewer's Name:		Date:	
Start Date:		Starting Salary:	
Hourly:		Salary:	
Court Name:			
Full Time:		Part Time:	
		Total Hours:	



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RELEASE OF LIABILITY

I have authorized California Traffic Safety Institute Personnel Department to conduct a background investigation, to obtain any information relating to my activities from individuals, schools, employers and criminal justice agencies.

I authorized custodians of records and other sources of information pertaining to me to release such information upon request of the California Traffic safety Institute representative.

I understand that the information released by records custodians and sources of information is for the purpose of determining whether or not I am suitable or eligible for employment.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for (3) months from the date signed.

Applicant's Signature:		Date:	
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JOB DESCRIPTION AND HOURS REQUIRED

JOB DESCRIPTION:

THE FOLLOWING MAY INCLUDE BUT NOT BE LIMITED TO:

Assisting customers/defendants with Traffic School information, processing of payments and/or dismissing cases.

This includes greeting the customer/ defendant, locating, and processing the correct case information in the computer, dismissing the case, or assigning the customer/defendant to attend court. Completing the correct paperwork in a timely manner. Giving extensions to customers/defendants as requested and returning the paperwork to its proper place.

Processing correspondence (incoming mail, out going mail), supplying traffic school information, etc. Receiving and directing payments to the correct departments, balancing daily, and assisting the court as time and work allows.

This position would require standing, walking, bending, sitting, doing data entry, reaching, some lifting, and direct customer contact or by phone.

These tasks are critical as it can affect the customer if not correctly and accurately performed in a timely manner. Procedures shall be followed at all times.

THE FOLLOWING IS TO BE COMPLETED BY APPLICANT

Are you capable of performing the job duties and activities involved in the job for which you have applied, with or without a reasonable accommodation?

YES

NO

How can we assist you:

PLEASE DESCRIBE ANY CLERICAL SKILLS YOU HAVE (working with forms, etc.)

WAS WORK VERY DETAIL ORIENTED?

YES

NO

ANY CASHIERING EXPERIENCE?

YES

NO

DID YOU BALANCE?

YES

NO

ANY PHONE SKILLS?

YES

NO

DID YOU WORK WITH THE PUBLIC AND TO WHAT EXTENT? (Live, in person)

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DO NOT SIGN THIS FORM UNTIL THE HOURS AND JOB REQUIREMENTS HAVE BEEN DISCUSSED AND COMPLETED BY THE INTERVIEWER.

DAYS REQUIRED:		TOTAL HOURS:	
WORKING HOURS:		A.M.	P.M.
	MONDAY		
	TUESDAY		
	WEDNESDAY		
	THURSDAY		
	FRIDAY		

NIGHT COURT REQUIREMENTS:		HOURS REQUIRED:		P.M.
Will there be a problem with the assigned schedule?		YES		NO

If yes, please explain:

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I have read and understand the scheduled hours for which I am required to be at work. I also understand the job duties and activities required for this position.

APPLICANT'S SIGNATURE:		DATE:	
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I HAVE GONE OVER THE JOB SCHEDULE, DUTIES AND ACTIVITIES WITH THE APPLICANT.

INTERVIEWERS SIGNATURE & TITLE		DATE:	
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COMMENTS:	
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