

Job Opportunity Announcement

Seeking applicants for the position of
Chief Executive Officer

31st District Agricultural Association

Ventura County Fairgrounds
10 West Harbor Boulevard
Ventura, CA 93001
www.venturacountyfair.org

Annual Salary: \$120,768 - \$148,0320
Final Filing: April 31, 2022



California's 31st District Agricultural Association at the Ventura County Fairgrounds is now accepting applications for Chief Executive Officer.

“The mission of the 31st District Agricultural Association, otherwise known as the Ventura County Fairgrounds is to promote, support, educate, celebrate and preserve the diverse culture and traditions of our County and to make certain that the Ventura County Fairgrounds be an exemplary multi-use community resource.”

The beautiful Ventura County Fairgrounds is an economic, social, and cultural treasure.

As California's 31st District Agricultural Association, the Fairgrounds has an obligation to promote agriculture and youth, recreation, entertainment, and support local communities by improving the quality of the state property and facilities and create important venues for education.

The Fairgrounds actively promotes the area's varied interests and has a long tradition of bringing com-

munities together to celebrate music, art, culture and diversity. Major interim events include the Harvest Festival, Ventura Nationals Car Show, Skull & Roses Music Festival and The Highland Games.

The Fairgrounds not only provides a showcase for community pride and spirit with enjoyable activities, it also serves as the center for crisis management in the region, maintained and ready to immediately serve in the event of an emergency. During the Thomas Fire more than 8,500 First Responders, Red Cross, and Ventura County Animal Services were supported in their efforts by the quick and attentive Fairgrounds staff.

While the Ventura County Fairgrounds is a California State facility, it is not supported by state or county taxes.

The Fairgrounds' main event, *“A Country Fair with Ocean Air,”* is the annual 12-day Ventura County Fair held in August, with over 300,000 people in attendance. It encourages healthy competition, highlights special talents, recognizes community achievements, honors outstanding contributions, enhances partnerships, promotes volunteerism, showcases unique interests, and produces healthy family activities and entertainment.





Additional Information:

The Fairgrounds is located on the beach in Ventura, California. The County's history, tradition and identity are rich in agriculture, with a high concentration of many agricultural commodities being produced in the region. The County is also rich in local artisan culture and is experiencing tremendous growth.

Additional DAA Information:

- * 63 acres * Parking: 2,000+-
- * 10+ buildings * Horse barns: 5
- * 2500 seat grandstand
- * RV hook-ups
- * 1/5-mile clay racetrack

DAA Operation Facts:

- * 2022 budget: \$8 million
- * Major annual events: 16+
- * Current full-time staff: 6
- * 2019 fair attendance: 300,000+
- * Number of 2019 interim events: ~150
- * 2022 fair dates: Wednesday, August 3 to Sunday, August 14

Community Facts:

- * County population: 843,843
- * Industry: Agriculture, Tourism, Retail Trade
- * Elevation: 36' feet above sea level
- * Recreation: Hiking, Boating, etc.
- * Climate: 44-76 (avg) degrees Fahrenheit
- * County school: 20 Districts
- * Unemployment: 4.2%
- * Median household income: \$88,131

The Ventura County Fairgrounds Foundation is a non-profit 501.c.3 founded to financially strengthen the Fairgrounds. Governed by its own board of directors, volunteer Foundation members continue to raise significant funds and have supported several Fairgrounds projects.

The Board of Directors for the DAA consists of nine members who are appointed by the Governor to serve four-year terms. Currently there are two board vacancies. The Board is responsible for fiscal oversight and instituting policy. The Board jointly empowers the Chief Executive Officer and his/her professional staff to implement all policy decisions.

The current 2022 Board members are:

- Leah Lacayo, President
- Armando Lopez, Vice-President
- Michael Bradbury
- Leslie Cornejo
- M. Cecilia Cuevas
- Dan Long
- Shanté Morgan-Carter

www.venturacountyfair.org



The Position

The Board of Directors of the Ventura County Fairgrounds & Event Center is seeking an experienced administrator to continue its' strong traditions and to identify opportunities to expand its' annual Fair and other community events. The Chief Executive Officer of the 31st DAA is an officer appointed by, and reporting to, the Board of Directors. Under the direction of the Board, the Fair CEO plans, organizes implements and administers the development and utilization of fairground facilities, which provides the public with a variety of entertainment, social, educational, cultural, and recreational activities; directs the work of the staff of the 31st DAA; and does other work as required.

Emphasis is on administration and management, financial accounting, planning, marketing, facility enhancement, community outreach and public relations.

The Fair CEO has the key responsibility of implementing the vision of the Board of Directors and assuring the financial success of the fairgrounds. The latter involves booking interesting, viable events throughout the year that attract attendance and maintain the reputation of the fairgrounds, while ensuring compliance with State law, rules and regulations. The Fair CEO develops marketing strategies to attract maximum use of the facilities and participation; attends all Board meetings and arranges for the development of agendas and minutes; and the donation of funds or services.

The Fair CEO will work jointly with the Board of Directors to implement a plan to resolve land issues and usher in a new chapter for the 31st DAA while developing a viable resource development plan.




Overview

There are many aspects of Fairgrounds activities and Fair CEO functions that make this an exciting opportunity for a qualified candidate in this field:

- ❑ A class 6 Fair with an annual budget of almost 8 million and an annual attendance of approximately 300,000.
- ❑ The well-attended annual 12 day Fair, held in the summer, represents the diversity of the community, showcases agriculture, local art and crafts, junior live-stock competitions and first-rate entertainment for the entire family.
- ❑ Well-maintained facilities on 63 acres with easy access from Highway 101, unique indoor/outdoor spaces and convenient parking to accommodate a variety of events.
- ❑ Major interim events including Concerts in Your Car, The Harvest Festival, Antique Car and Motorcycle Shows, Music Festivals, Home and Garden Shows, Dog Shows and Agility Trials, Festivals and Community Events. Facility rentals account for more than 100,000 visitors each year.
- ❑ The Ventura Raceway features stock car racing from March through October and is known as “*The Best Little Dirt Track in America.*”
- ❑ The Wednesday Swap Meet is a local institution drawing large crowds to the seaside each week for bargains, food and fun in the sun.
- ❑ Players Club Casino is Ventura County’s only casino and The Derby Room presents Satellite Wagering on horse races from America’s top tracks including the Triple Crown and The Breeder’s Cup.
- ❑ The Fair CEO enjoys a collaborative working relationship with the Fair Board, a variety of agencies, such as the City of Ventura, the Department of Food and Agriculture, the Western Fairs Association, and the International Association of Fairs and Expositions and is encouraged to hold membership or participate in a wide variety of community organizations and activities as the representative of the 31st District Agricultural Association.
- ❑ The support and contributions of an experienced and competent staff (seven permanent employees)





The ideal Candidate must have the ability to work cooperatively and communicate effectively with staff, volunteers, the community, local businesses, media, the Board of Directors and governmental agencies.

The Ideal Candidate...

...will have the ability to:

- Develop and manage budgets
- Maintain sound fiscal policy to ensure financial success of the DAA
- Monitor day-to-day record-keeping
- Create and implement marketing plans and strategies
- Prepare board and government required documents
- Produce community-relevant programs, entertainment activities and special events
- Demonstrate effective leadership
- Articulate and explain the goals of the DAA as well as the vision of the Board of Directors
- Build and strengthen vital community connections with local business, and local municipalities

...with experience in:

- Business development; planning and organizational structuring
- Resource development, fundraising, grant, and sponsorship development
- Recruitment, training and supervising employees and volunteers
- Purchasing
- Facility maintenance and improvement projects
- Contracting
- Technology
- Public relations

The monthly salary for Chief Executive Officer is based on the candidate's qualifications and experience as determined by the Board of Directors. The annual salary range is \$120,768 - \$148,0320.

The benefit package offered by the 31st District Agricultural Association includes:

- Salary
- Health, Dental, and Vision Plan – Employee plus family coverage
- Annual Leave/Vacation and Sick Leave
- Life Insurance
- California Public Employees Retirement System (CalPERS)
- The position is CalHR classified as an exempt position



The CEO of the Ventura County Fairgrounds must be a highly skilled individual with extensive management and administrative skills, and have a strong understanding of the various practices and principles of fair and/or other business event management, including public relations, personnel and financial administration, contract negotiation and administration, and property management practices.

The ideal candidate is a strategic thinker capable of implementation through teamwork and collaboration and must be able to communicate effectively with people from all walks of life, including community representatives, elected officials, Board members, executive team members, other State department staff and press.

The Fair CEO must be willing to work irregular hours and weekends, to perform personally at any job level, and to participate in community activities and organizations and be creative, resourceful, flexible, objective, cooperative, and personable. In addition, he or she must possess or be able to obtain a valid California motor vehicle operator's license and reside in or be willing to relocate to Ventura County within 90 days after hiring.

Minimum qualifications include five years of experience managing a fair, exposition, convention center, arena, stadium, coliseum, or other multiuse entertain-

ment or multipurpose facility; or supervising a major program or organizational component at one of the above facilities; or fairs and expositions; or as a managerial level administrator in an entrepreneurial capacity for a private or public sector organization responsible for activities such as marketing and promotions, fostering local community contacts, providing customer-oriented service, developing revenue generating alternatives, identifying efficiencies to reduce costs, and developing and managing a significant budget. (A college degree in business administration, agricultural business, or a related field may be substituted for two years of the required experience.)

Disqualifications:

Any applicant who attempts to contact directly individual members of the Board of Directors or of the Selection Committee with the intent of influencing the decision of the Board or Committee will be disqualified as a candidate for the position.

Applicants should be aware that prior to employment with the 31st District Agricultural Association, a thorough background investigation will be conducted. The investigation may consist of credit check, driver history, and inquiry into local, state, and federal files to disclose criminal records. The prospective employee will also be required to complete a health questionnaire and/or pass a physical examination.



Required Applicant Materials:

These items will be thoroughly evaluated in order to determine the most suitably qualified applicants to continue in the selection process.

- Completed Application: Application available on-line <https://jobs.ca.gov/pdf/std678.pdf>
 - Resume
 - Letters of Reference: Three (3) letters of reference that demonstrate your qualifications for this position.
 - Demonstrated financial management experience: Please provide copies of at least three-years of financial information from the organization or fair from your most recent employment. Acceptable information may be pages 1 and 2 of the Statement of Operations from a fair or year-end balance sheet for the past three years of operations and the year-to-date profit or loss.

 - Supplemental Question:
Explain how a fairgrounds is an important and integral part of the community. Please describe your views and provide examples. Please limit your response to no more than one (1) page total.
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The Process

The selection process will consist of the following:

- Application packets due: April 31, 2022.
- A screening committee will evaluate each applicant's personal resume, supporting materials and application.
- The applicants considered to be the best qualified for the position will be referred to the DAA board of directors for further consideration.
- Personal interviews will be scheduled with a selected number of the most qualified candidates during the week of May 10-24, 2022.
- The applications of all candidates will be held in strict confidence.
- The fair board or its representative reserves the right to contact selected individuals who are familiar with the accomplishments of applicants.
- The fair board or its representatives may wish to visit the home community of the final applicant(s).
- It is anticipated that the Board of Directors will make its final determination on or before June 1, 2022

Requests for accommodation or recruitment information and questions regarding application or selection procedures may be obtained by emailing: CEOrecruitment@VenturaCountyFair.org

California Department of Food & Agriculture
31st District Agricultural Association

DUTY STATEMENT

CHIEF EXECUTIVE OFFICER IV, DAA

- I. The 31st District Agricultural Association strives to maintain and promotes its facilities in a manner that encourages year-round use and annually produce the Ventura County Fair and Interim events.

Under the direction of the 31st DAA Board of Directors, the CEO performs a wide variety of functions necessary to maintain and operate the facilities of the 31st District Agricultural Association. As a leader in State government, the CEO is responsible for developing and inspiring their workforce. The CEO must set a clear vision to achieve positive results by developing plans and goals, leverage staff skills, and problem solve.

Build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment promote customer service.

The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

Classification: Chief Executive Officer IV, DAA

Working Title: Chief Executive Officer

License or Other Requirement: N/A

Position Number: 014-000-4828-999

Division/Branch/DAA: CDFA/ F&E/ 31st DAA

Location: Ventura, California

Date Prepared: March 21, 2022

- II. **Work Hours/Shift** Monday-Friday Essential and Non-Essential
Job Functions

A. Essential Job Functions

○ **Function #1 Fair Sponsored/Interim Events** **40%**

- Directs and oversees the annual fair and all interim events in accordance with the Board and related Association policies.
- Use approved contracts and rate schedules for all exhibit space, judges, awards, insurance requirements.
- Appropriate staffing.
- Review admission and parking rates with the Board.
- Oversee and ensure adequate safety and security staff, contractors, and/or law enforcement.
- Oversee and direct sponsorship development, marketing and public relations for annual event.
- Develop new and innovative ideas and programs to improve the annual fair and interim events, always striving to improve revenue and event attendance.

○ **Function #2 Financial Management** **25%**

- Develops and manages budget, assures adequate bank balances, assures reconciled bank statements, and maintains a sound fiscal policy.
- Assures accurate processing of payroll and payables; maintains financial record keeping.
- Develops the Statement of Operations.
- Develop and manage a Resource Development plan and program.

○ **Function #3 Personnel Management** **15%**

- Directs all personnel decisions, hiring, training evaluation, discipline, and dismissals in accordance with state civil service laws, rules, and regulations.
- Supervises staff on a day-to-day basis.
- Conducts staff meetings and training as needed.

○ **Function #4 Administrative Duties & Public Relations** **15%**

- Implements board policy, attends board meetings, provides monthly reports, and develops agendas and minutes as directed by the Board of Directors.
- Manages the business and administrative process including accounting, procurement, personnel, and contract administration.
- Represent the 31st DAA at fair industry events and with other fair-related organizations.
- Oversees graphics, printing, and distribution of all publications and web-site design.
- Assures facility maintenance.

- Oversees destruction of records and record retention.

B. Non-Essential Job Functions

- **Function #1 Miscellaneous Duties** **5%**

- Performs miscellaneous duties as requested by the 31st DAA Board of Directors.

IV. Work Environment

- The CEO will perform his/her duties on the grounds of the 31st District Agricultural Association, the Ventura County Fairgrounds at 10 W. Harbor Blvd., Ventura, CA 93001.
- The CEO will have a workstation with standard office furniture, phone, and computer with various desktop programs, printer/scanner and any other office equipment deemed necessary to fulfill the duties of CEO. Work may occur indoor and outdoor. Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's "Telework Policy."

Employee's Statement

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation* and how it applies to essential functions. I can perform the duties of this job without Reasonable Accommodation.

OR

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions.

—

Employee Signature

Date

Supervisor Signature

Date

**Duties of this position are subject to change and may be revised as needed or required.*



State of California Application Instructions

Read the following instructions carefully before completing this application. Please complete the application on a 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 apply for a job, 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.

Social Security Number (SSN) – Providing this is voluntary in accordance with the Privacy Act of 1974 (PL 93-579). However, a SSN may be needed to process your application when granting items such as Veterans' Preference, Limited Examination and Appointment Program (LEAP), Career Credits, and/or confirming list eligibility.

Examination(s) or Job Title(s) – Provide the title of the position listed on the announcement.

Question 2 – Must be answered by all applicants. You must answer "Yes" if you have ever, because of poor performance or misconduct, been fired, dismissed, or terminated from a job, or had an employment contract terminated. Applicants who have been rejected during a probationary period, or whose dismissals or terminations have been overturned, withdrawn (unilaterally or as part of a settlement agreement) or revoked need not answer "Yes." Explain any "Yes" answers in the Explanations section. Briefly describe the facts, findings, any action taken against you, and the circumstances under which you left the position.

In completing this application, you do not need to answer "Yes" to Question 2 if:

you have been rejected during a probationary period;
your employer withdrew the firing, dismissal, termination, or contract termination (either voluntarily or as part of a settlement); or
a court or administrative agency overturned or revoked the firing, dismissal, termination, or contract termination.

If asked about past employment history by a prospective employer during the hiring process or probationary period, applicants are required to tell the truth regarding any firing, dismissal, termination, contract termination or rejection during probationary period, whether or not the action was overturned, revoked, or withdrawn (either voluntarily by the employer or, as part of a settlement agreement). Applicants are also required to provide factually correct information in the Employment History section of the application.

Question 3 – Must be answered by all applicants. Government Code section 18720.45 requires applicants for state employment to disclose on their application form whether they have entered into any agreement(s) with the state in which the applicant agreed to refrain from seeking or accepting any subsequent employment with the state. You must answer "Yes" to this question if you have ever entered into a written agreement with any department, agency, commission, board,

state employer, or other governmental unit within California state civil service, where one of the terms of the agreement provided that you agreed not to seek or accept subsequent employment with the state or any state agency. A state agency includes any department, agency, commission, board, state employer, or other governmental unit within the California state civil service, but does not include the California State University.

Question 4 – Must be answered by all applicants. Government Code section 18720.45 requires applicants for state employment to disclose on their application form whether they have entered into any agreement(s) with the state in which the applicant agreed to refrain from seeking or accepting any subsequent employment with the state. You must answer "yes" to this question if you have ever entered into a written agreement with any department, agency, commission, board, state employer, or other governmental unit within the California state civil service, involving an adverse action, rejection on probation, or AWOL termination where one of the terms of the agreement provided that you agreed not to seek or accept subsequent employment with a particular state agency. A state agency includes any department, agency, commission, board, state employer, or other governmental unit within the California state civil service, but does not include the California State University. If you answer "Yes" to this question, please provide the name of the particular agency and the details in the Explanations section.

Question 10 – If you checked "Yes" and you are not able to attach the Accommodation Request form, you will be contacted via telephone or mail to make specific arrangements.

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

Applicant's Signature – Your signature and the date signed is required. If the hard copy application is not signed, it may be rejected. Electronic submission of your application through a CalCareer Account certifies your application in place of a signature and date signed.

Education – You must include a complete record of your training and educational background. Please read the requirements of the examination bulletin for any specific educational requirements. If more space is needed, you may attach additional documentation.

Licenses – If the examination bulletin requires 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.

Employment History and Experience – You must include a complete list of your paid and/or volunteer work experience **that relates to the qualification requirements specified on the examination bulletin**. List all relevant jobs during the past 10 years, regardless of duration, including part-time and military service. You should also list volunteer experience and jobs if they directly relate 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.**

Requesting Veterans' Preference – If you have not previously applied and been approved for Veterans' Preference, you must complete and submit the Veterans'

Preference Form, CALHR-1093 to the California Department of Human Resources.

Equal Employment Opportunity Page – Providing this information is voluntary. This data is only to be used for statistical purposes in evaluating the extent to which the state is complying with state and federal equal employment opportunity and non-discrimination requirements.

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, it is recommended that you keep a copy of your completed application for your records. Your rights to inspect your examination papers are set forth in Title 2, section 186 -189 of the California Code of Regulations, which can be accessed at Office of Administrative Law website at: oal.ca.gov.

Information About Disability

Physical disability includes but is not limited to having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that affects one or more of several body systems and limits a major life activity. The body systems listed include the neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine systems. A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity, such as working, if it makes the achievement of the major life activity difficult.

Mental disability includes but is not limited to having any mental or psychological disorder or condition, such as intellectual or cognitive disability, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity, or having any other mental or psychological disorder or condition that requires special education or related services.

Major life activities are defined broadly and include physical, mental, and social activities, including but not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. Major life activities include the operation of major bodily functions, including functions of the immune system, special sense organs and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions.

Major bodily functions include the operation of an individual organ within a body system.

An impairment "limits" a major life activity if it makes the achievement of the major life activity difficult.

Medical condition is defined as any health impairment related to or associated with a diagnosis of cancer or a record or history of cancer, or a genetic characteristic.

Genetic characteristic is defined as any scientifically or medically identifiable gene or chromosome or an inherited characteristic that could statistically lead to increased development of a disease or disorder.

California Code of Regulations, Title 2, section 11065.

State of California Application

PRINT OR TYPE

APPLICANT'S NAME (Last) _____ (First) _____ (M.I.) _____		CALCAREER ID _____	
MAILING ADDRESS (Number) _____ (Street) _____ (Apt #) _____		SOCIAL SECURITY NUMBER (Exams Only) _____	
(City) _____	(County) _____	(State) _____	(Zip Code) _____
E-MAIL ADDRESS _____	1st TELEPHONE NUMBER _____	Work Home Other _____	2nd TELEPHONE NUMBER _____
		Work Home Other _____	Work Home Other _____

EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING _____	PERSONNEL USE ONLY
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STANDARD EMPLOYMENT QUESTIONS

1. Are you now employed by the State of California? If "Yes," fill in the information below. _____ Yes No
 Department: _____ Subdivision: _____
2. Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? If "Yes," give details in the "Explanation" section below and refer to the instructions page for further information. _____ Yes No
3. Have you ever entered into any written agreement with a state agency in which you agreed not to seek or accept subsequent employment with the state or any state agency? _____ Yes No
4. Have you ever entered into any written agreement with a state agency involving an adverse action, rejection on probation, or AWOL termination, in which you agreed not to seek or accept subsequent employment with a particular state agency? _____ Yes No
5. In addition to English, list any other languages you are fluent in:
 a. Verbal fluency in _____
 b. Written fluency in _____

ANSWER THE FOLLOWING QUESTIONS ONLY IF THE EXAM BULLETIN OR JOB POSTING REQUIRES THE INFORMATION

6. For typing applicants only: I certify I can type at a speed of _____ words per minute.
7. Do you meet the minimum and/or maximum age requirements? _____ Yes No
8. Do you possess a valid California Driver License? If "Yes," fill in the information below. _____ Yes No
 License #: _____ Class: _____ Restrictions: _____

ANSWER THE FOLLOWING QUESTIONS IF APPLYING TO TAKE AN EXAMINATION

9. Enter your preferred county to take the examination, if different from your county of residence: _____
10. Do you need an accommodation to take an examination or assessment? If "Yes," complete the Accommodation form. Yes No

NOTE: If you are a veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, you may qualify for Veterans' Preference. For information regarding Veterans' Preference see www.calcareers.ca.gov or www.calvet.ca.gov.

EXPLANATIONS: Provide details of any response that requires additional information.

CERTIFICATION – IMPORTANT – READ BEFORE SIGNING – YOUR SIGNATURE IS REQUIRED FOR HARD COPY SUBMISSION

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.

APPLICANT'S SIGNATURE _____	DATE SIGNED _____
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APPLICANTS — DO NOT USE THE SPACE BELOW — FOR PERSONNEL USE ONLY

Classes	01	02	03	04	05	06				Flags _____ WC _____	FOR PERSONNEL USE ONLY		
WC for Series/Levels									STATUS		Accepted	REJECTED WC	
RC/Flag for Series/Levels									EXPERIENCE		LICENSE REQUIREMENT		
										EDUCATION	OTHER		
										STAFF	DATE PROCESSED		
CODES													

EXAMINATION / EMPLOYMENT APPLICATION

APPLICANT'S NAME (<i>Last</i>)	(<i>First</i>)	(<i>M.I.</i>)	CALCAREER ID
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EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL? IF NOT, DO YOU POSSESS A GED OR EQUIVALENT? IF NOT, ENTER THE HIGHEST GRADE YOU COMPLETED?

Yes No Yes No _____

UNIVERSITY OR COLLEGE — BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOL, NAME AND LOCATION	COURSE OF STUDY	UNITS COMPLETED SEMESTER	UNITS COMPLETED QUARTER	DIPLOMA, DEGREE OR CERTIFICATE OBTAINED	DATE COMPLETED

LICENSES – LIST APPLICABLE LICENSES AND CERTIFICATES INDICATED IN THE EXAMINATION BULLETIN.
 (If you are an attorney, please indicate the date you were admitted to the Bar under the Issue Date column, if stated on the examination bulletin.)

LICENSE / CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE	IN THE SPACE BELOW, INDICATE SPECIFIC COURSE REQUIREMENTS NEEDED TO SATISFY REQUIREMENTS FOR THIS EXAMINATION

EMPLOYMENT HISTORY – List relevant paid, military and/or volunteer experience that relate to the qualification requirements. List each job separately.

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (<i>Include Range or Level, if applicable</i>)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		

DUTIES PERFORMED

REASON FOR LEAVING

EXAMINATION / EMPLOYMENT APPLICATION

APPLICANT'S NAME (Last)	(First)	(M.I.)	CALCAREER ID
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FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
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DUTIES PERFORMED

REASON FOR LEAVING

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APPLICANT'S NAME (<i>Last</i>)	(<i>First</i>)	(<i>M.I.</i>)	CALCAREER ID
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TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			

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DUTIES PERFORMED			
REASON FOR LEAVING			

EXAMINATION / EMPLOYMENT APPLICATION

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DUTIES PERFORMED			

REASON FOR LEAVING

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			

REASON FOR LEAVING

EXAMINATION / EMPLOYMENT APPLICATION

APPLICANT'S NAME (Last)	(First)	(M.I.)	CALCAREER ID
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FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		

DUTIES PERFORMED

REASON FOR LEAVING

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DUTIES PERFORMED

REASON FOR LEAVING

CalHR Privacy Notice on Information Collection

The California Department of Human Resources (CalHR) is committed to the privacy of your personal information. The information requested on this form may include personal information. Under the Information Practice Act of 1977, California Civil Code section 1798.17, agencies/departments that use this form to collect personal information from individuals are required to provide a privacy notice with this form. For more information, you may wish to contact the appointing authority at which you are applying to receive information regarding that appointing authority's privacy policy, and privacy notice on information collection.

Legal Authority for Collection and Use of Information

CalHR is requesting the information specified on this form pursuant to Government Code sections 8310.5, 11019.11, 12946, 18720, 18720.1, 19233, 19234, 19705, 19790, 19792(h) and the California Code of Regulations, Title 2, sections 599.980, 11013(b).

The information collected will be used for scheduling examinations, determining your eligibility for state civil service, and contacting you. Information will also be used for statistical and analytic purposes, audit purposes and may be disclosed to the appointing authority to which you apply.

Individuals should not provide personal information that is not requested or required.

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested, CalHR will not be able to determine your eligibility for state civil service employment.

Disclosure and Sharing

CalHR does not, under any circumstance, sell your electronically collected personal information. In addition, Government Code section 11015.5 (6) prohibits CalHR and all state agencies from distributing or selling any electronically collected personal information, as defined above, about users to any third party without the written permission of the user. Any distribution of electronically collected personal information will be used solely for its intended use. However, we may share your personal information under the following circumstances:

1. To other state departments and third party vendors for administering our human resource responsibilities as required by law;
2. You give us permission and we have your consent; and/or
3. We may release information to a party with a legal authority, such as a subpoena.

Department Privacy Policy

The information collected by CalHR is subject to the limitations in the Information Practices Act of 1977 and state policy. For more information on how we care for your personal information, please read our Privacy Policy at <http://calhr.ca.gov/pages/privacy-policy.aspx>.

Access to Your Information

You can view your personal information through your CalCareer account. If you have questions regarding your CalCareer account, you may contact the CalHR Selection Division.

CalHR Selection Division
1515 S Street, Room, 500N
Sacramento, CA 95811
866-844-8671

EQUAL EMPLOYMENT OPPORTUNITY

APPLICANT: This data assists the State of California in its commitment to equal employment opportunity. Applicants are asked to voluntarily provide the information below. This questionnaire will be separated from the application and will not be used in any employment decisions. This data will be used for statistical data gathering and reporting purposes in evaluating the extent to which the state is complying with state and federal equal employment opportunity and non-discrimination requirements.

SOCIAL SECURITY NUMBER	AGE				GENDER	
	Under 21 (1)	21-39 (3)	40-69 (6)	70 and Over (7)	Male	Female

RACE AND ETHNICITY

Check one or more boxes that best describe your race or ethnicity.

	ASIAN	PACIFIC ISLANDER
<p>BLACK or AFRICAN AMERICAN (F)</p> <p>AMERICAN INDIAN or ALASKA NATIVE (H)</p> <p>HISPANIC or LATINO(D)</p> <p>WHITE (E)</p>	<p>Indian (M)</p> <p>Cambodian (U)</p> <p>Chinese (J)</p> <p>Filipino (G)</p> <p>Japanese (I)</p> <p>Korean (K)</p> <p>Laotian (V)</p> <p>Vietnamese (L)</p> <p>Other Asian (S)</p>	<p>Guamanian (R)</p> <p>Hawaiian (P)</p> <p>Samoan (Q)</p> <p>Other Pacific Islander (T)</p>

I choose not to identify.

DISABILITY

A person with a disability is an individual who:

- 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;
- has a record or history of such impairment or medical condition; or
- is regarded as having such an impairment or medical condition.

Please refer to the instructions for more information regarding how disability is defined under the law.

Yes, I have a disability

No, I do not have a disability

MILITARY

Have you ever served in the United States military? Please check the appropriate box below.

Yes, I have served in the military

No, I have not served in the military

AUTHORITIES

Government Code sections 8310.5, 11019.11, 12946, 19233, 19234, 19705, 19790, 19792(h) and California Code of Regulations, Title 2, sections 599.980, 11013(b) authorize the State of California to collect demographic information on job applicants and exam participants for analysis and statistical purposes.

Thank You For Completing This Questionnaire