



**GOLD COUNTRY FAIRGROUNDS
AND EVENT CENTER**

**WE ARE
HIRING**

**20TH DISTRICT AGRICULTURAL ASSOCIATION
CHIEF EXECUTIVE OFFICER**

Part of the State of California Employment Program

Opens: October 6, 2025, Closes: October 17, 2025 at 4:00pm or until filled.

The 20th DAA is an Equal Opportunity Employer

**1273 HIGH STREET
AUBURN, CA 95063**

www.goldcountryfair.com

ABOUT US

The 20th District Agricultural Association is an agency of the State of California. The district is located within the County of Placer and the City of Auburn. It is governed by the limitations of its by-laws and the statutes of the State of California, including the approval of the Department of Food and Agriculture and General Services, as required by law. All powers are exercised by or under the authority and control of the Board of Directors. The Board of Directors consists of nine members who are appointed by the Governor to serve terms. The Board equally establishes the policies and procedures of the Association. The Board empowers the CEO to implement and oversee the organization. The Association actively promotes the area's interest, supporting its communities by improving the quality of the Fair and the facilities to create important venues for education, recreation and entertainment.

THE GOLD COUNTRY FAIRGROUNDS HISTORY

The first organized fair was held in Auburn in 1889 and continued annually until 1902. Horse races were a major fair attraction at that time. The only evidence of the existence of those early fairs is that the street leading to the recreation park near the present location of the fairgrounds is still called "Racetrack Street". As gambling fell into disfavor with "civilized" Californians in the early 1900's, fair activities disappeared between 1903 and 1935.

When the California Legislature made funding available for the development of district agricultural fairs in the mid-1930's, local activists went to work. In 1936, Vernon McCann lead a grass roots movement charged with the formation of the 20th District Agricultural Association. Because of his tireless efforts, Mr. McCann has been called the "Father of the Auburn District Fair". A fair in Auburn has been produced annually since that time, with the exception of the war years in the 1940's.

Traditionally one of the largest and most anticipated events in Placer County, the fair enjoys tremendous support from the community.

In the 1960's, when the State faced tough financial times, it was proposed that some of the less financially secure fairs be closed. The Auburn District Fair was one of the fairs targeted in that action. The community rallied around their fairgrounds, contacting legislators and petitioning the Governor's office to maintain the facility in Auburn. Based on this support, Governor Reagan and his staff removed the Auburn District Fair from the closure list. At a ceremony held at the fairgrounds in 1970, Governor Ronald Reagan proclaimed that the Auburn District Fair was "The Little Fair That Wouldn't Die." The Auburn District Fair became the Gold Country Fair in 1977.





CHIEF EXECUTIVE OFFICER (CEO)

The Board of Directors of the Gold Country Fairgrounds and Event Center (20th DAA) are seeking an administrator to continue its strong traditions and to identify opportunities to expand its annual fair and year-round operations.

This is a confidential recruitment process and will be handled accordingly throughout the various stages.

THE IDEAL CANDIDATE

The Chief Executive Officer is a Secretary Manager III state classification, which is an exempt, "at will" employee who sits at the pleasure of the Board of Directors. He/she is responsible for the overall administration and management of the 20th District Agricultural Association, Gold Country Fair. The CEO reports directly to the Board of Directors of the Association. The CEO manages the staff, organizes, implements, and administers the development and utilization of the fairgrounds, and implements the board's policy decisions. The fairgrounds provide the general public with various entertainment and agricultural, educational, and cultural activities.

The CEO oversees the following:

- Staff and their performance
- Finance and Accounting of the Association
- Events held on the site
- Maintenance of the Facilities and Grounds
- The Annual Fair
- Promotion of the Organization

COMPENSATION

A competitive monthly salary, starting at \$8,889 to \$10,884, is offered for the position.

The benefit package offered by the 20th District Agricultural Association includes contributions to:

- Health, Dental, and Vision Plan
- Employee plus family coverage
- Annual Leave
- Vacation and Sick Leave
- Life Insurance
- California Public Employee Retirement System (CalPERS)



DESIRABLE QUALIFICATIONS

We desire professional experience and personal characteristics which include, but are not limited to:

- Knowledge and experience in purchasing, marketing, contracting, technology, facility maintenance, Public Relations, Risk Management, Crisis Management, Asset Management, Human Resources, ADA Compliance, admissions, Ticket Sales, and Technology, and holds responsibility for the operational efficiencies of the organization.
- Maintains an exceptional consistent accounting of all records and reporting and provides necessary information and financial data to enable the Board to make good decisions in the best interest of the organization.
- Participates in leadership and/or community stewardship programs.
- Ability to plan and organize restructuring of business and fairgrounds development, including fundraising, grants, and sponsorships.
- Demonstrates the ability to develop and foster a cross-functional work relationship between direct-report departments, other departments, and sub-contractors within the organization.
- Sustain relationships and enhance current additional revenue sources that have been developed, such as local businesses, tenants and full-time rentals.
- Expand and preserve a strategic plan along with the master plan of development for the Gold Country Fairgrounds.
- Experience working in agricultural and livestock industries.
- Ability to do presentations and promote our organization in its efforts to interested parties. To be passionate about the organization and its accomplishments.
- Candidate must be willing to work extended hours or weekends when necessary to perform optimal level of success for the organization.

MANAGERIAL SKILLS

- Provide good personnel management of all employees and volunteers.
- Successfully oversee all budget management.
- Ability to preserve assets and increase revenue potential.
- Lead by example in carrying out the direction of the Board of Directors.

EFFECTIVE LEADER

- Be the face of the Fair in representing the organization within public interests, media relations, and local, regional, or state matters, along with communications of governmental authorities.
- Open, forthright, and trustworthy in communication.
- Be innovative and motivational.
- Promote the highest customer satisfaction and safety for any venues provided on our site.



EDUCATION AND EXPERIENCE

The Board of Directors desires an executive who can meet the many qualities and diverse interests that our community demands in excellence. We are looking for a candidate with the right combination of leadership skills and experience who will sustain the success of the Gold Country Fairgrounds and Event Center while leading us to superior performance in future development projects.

Education:

Prefer an Associate or Bachelor's degree in Business Administration, Accounting, Marketing, or Communications, but not required with relative experience.

Experience:

- Administrative experience with a successful proven record of accomplishment in the public or private business sectors.
- Experience in fair or event planning-related work is preferred.
- Demonstrated leadership with a similar size and complexity of a business, including working with a Board of Directors structure.

DISQUALIFICATIONS

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

TO APPLY

This is a confidential recruitment process and will be handled accordingly throughout the various stages of the process. Interested candidates should apply by submitting a cover letter, comprehensive resume, State Application (STD 678), and five (5) professional references via email to Selection Committee Chair ceosearch@goldcountryfair.com.

Applications will be accepted until the closing date of October 17, 2025 at 4pm.

The Board reserves the right to determine the best combination of education, professional development, and experience required for this position.





APPLICATION PROCEDURE

All application materials can be sent via E-mailed OR by U.S. Mail to the contact information below:

Gold Country Fair
ATTN: CEO Selection Committee
1273 High Street
Auburn, CA 95603

Email: Selection Committee: ceosearch@goldcountryfair.com

- A screening committee will evaluate each applicant's application and submission.
- Applicants considered best qualified to fulfill the desires of the Board's search will be referred to the Board of Directors for further consideration.
- Personal interviews may be scheduled with a selected number of qualified candidates at a determined date. If necessary, additional interviews will be held for qualifying finalists.
- The Selection Committee reserves the right to contact the applicant's personal references for review of the applicant.
- The Board of Directors may choose to visit the home community of the final applicant(s).
- Upon the selection and final determination of the new CEO, a mutually agreeable date will be determined for the transition of the role of Chief Executive Officer for the Gold Country Fair. Each applicant shall complete the employment application, resume and references in order to be considered for this position. References will only be contacted once mutual interest has been established. In-depth background checks and verifications may be conducted on final candidates. This is a confidential recruitment process. The Gold Country Fair is an equal opportunity employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

Any questions regarding the application or the selection process may be directed to: CEO Search Email: ceosearch@goldcountryfair.com

(Please provide your name and contact information along with your questions.)

**California Department of Food and Agriculture
20th District Agricultural Association; Gold Country Fairgrounds
Secretary-Manager III
Duty Statement**

I. Program/Position Identification

The 20th District Agricultural Association (DAA) Mission is to maintain and promote its facilities in a manner that encourages year round use and to annually produce a fair that showcases the area's agriculture and other talents of its culturally diverse communities.

Under the general direction of the Board of Directors (Board), the Secretary-Manager III serves as the Chief Executive Officer (CEO), responsible for all aspects of the Gold Country Fairgrounds and Event Center's operation including financial, marketing, government relations, public relations, management of all personnel, event production, rentals, leasing, maintenance, and ensuring compliance with the laws, rules and regulations of the State of California. The CEO is required to have strong leadership skills, excellent analytical and communication skills, management experience, integrity, make sound judgments, initiative, discretion, and ability to foster and develop strong working relationships with State, local governments, and community organizations. The CEO must also ensure that the workplace is free of discrimination and harassment.

As a leader in State government, the incumbent is responsible to develop and inspire their workforce and deliver great results for Californians and CDFA. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within thirty (30) days of appointment, on an annual basis, and upon vacating the position. The incumbent must complete an Ethics orientation training course within six months of assuming a Form 700 covered position, and every two (2) years thereafter, by December 31 of each numbered year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Classification:	Secretary-Manager III
Working Title:	Chief Executive Officer
License or Other Requirement:	None
Position Number:	014-000-4840-999
Division/Branch/DAA:	Marketing/F&E/20th DAA
Location:	Auburn, CA
Date Prepared:	June 2025
Work Hours/Shift:	Full-Time; hours may vary based on need

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1 Fair Sponsored Events 35%

- Implements board policy, attends board meetings, provides monthly reports on a variety of topics as needed and as requested by the Board, develops agendas and minutes for Board meetings.
- Directs all aspects of the annual fair, creating and distributing exhibitor handbooks securing fair location, encouraging teacher and school participation, overseeing exhibits, securing sponsorships, and working with public relations representatives.
- Meet regularly with the Board's Annual Fair Committee to ensure Board support and engagement around annual Gold Country Fair.
- Review admission and parking rates with the – Board; provide crowd control and law enforcement requirements, oversee distribution of admission passes.
- 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 always striving to improve revenue and event attendance.

Function #2 Financial Management 20%

- Develop, and maintain budget, assures adequate bank balance, approves reconciled bank statements, and maintains a sound fiscal policy.
- Assures accurate processing of payroll and payables.
- Maintains financial record keeping.
- Produces the Statement of Operations.
- Prepares for annual state financial and compliance audit, responds to audit results, implements corrections as directed and assures compliance going forward in compliance within state requirements.

- Work with Board Finance Committee to ensure regular review of financials and present regularly at Board Meetings on all aspects of Association finances.
- Assist Board in developing and executing on a plan to improve key areas of the Gold County Fairgrounds to assist in retention of long-term tenancies, annual events, and increased interim facility usage.

Function #3 Staff and Board Management 20%

- Directs all personnel decisions, hiring, training, evaluation, discipline, and dismissals in accordance with state civil service laws, rules and regulations. Manages the business and administrative process including accounting, procurement, personnel, and contract administration.
- Ensure that complete and accurate employee records and payroll information is maintained in accordance with state laws, rules, and regulations; ensure all payroll taxes; union dues/benefits, aid withholdings are paid on a timely basis.
- Annually, reviews the 20th DAA's Strategic Plan to assure job functions of staff address the specifics of the plan and reminds Board to update the plan every three years or as needed.
- Supervises staff on a day-to-day basis.
- Assures facility maintenance.
- Conducts monthly safety meetings.
- Oversees destruction of records/records retention.
- Create succession plan to encourage staff development and retention, with a goal of creating internal candidates for consideration upon retirement of CEO.
- Lead management of Board Committee meetings and processes to help ensure compliance with Board policy and appropriate engagement of Board in aspects within the Board's purview.

Function #4 Business Development & Community Relations 20%

- Contact person for all questions and inquiries from Fairs and Expositions Branch, joint powers authorities and Fair Associations.
- Represent the 20th DAA at fair industry events and with other fair-related organizations.
- Oversee graphics, printing and distribution.
- Oversee website monthly updates.
- Applies for state funding as appropriate and solicits sponsorships.
- Manage and promote the on-going use of the 20th DAA's facilities for events to generate additional revenues and improve relations within the community.
- Work with Board Interim Events Committee to expand mid-week and other interim use of facilities.
- Promote the use of the facility: for emergency support such as fires, floods, chemical spills, weather conditions in accordance with local, State and Federal requirements.
- Ensure that contracts with promoters are processed in accordance to 20th DAA policies and procedures, and State laws, rules, and regulations.

- Create and maintain relationships with local government, business, and other community organizations within the entirety of the Association boundaries (Placer County) to encourage broad participation in Association events and activities.

B. Non-Essential Functions:

Function #1 - Miscellaneous Duties – 5%

- “Perform other job-related duties as requested by supervisor.”

III. Work Environment

The CEO works in an office setting with workstations and private offices. The incumbent will have a workstation with modular furniture, a phone, adding machine, printer and computer with various desktop programs. The workstation is also equipped with an adjustable roller chair, file drawer cabinets that roll, stationary file drawers, desktop of standard height. The office area has photocopying and fax machine. Files with shelves are located throughout the office.

Regular or recurring telework may occur as part of the incumbent’s ongoing regular schedule in accordance with CDFA’s Telework Policy.

IV. Employee’s Statement

(Initial applicable statement)

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ 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. I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.

¹ A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

Employee Signature² Date

Supervisor Signature Date

Print Name

Print Name

**CC: Employee
 Official Personnel File
 Supervisor's Drop File**

² Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.



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.

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	SEXUAL ORIENTATION
	☐ Under 21 ⁽¹⁾ ☐ 21-39 ⁽³⁾ ☐ 40-69 ⁽⁶⁾ ☐ 70 and Over ⁽⁷⁾	☐ Male ☐ Female ☐ Non-binary	Do you identify as LGBTQ+? ☐ Yes ☐ No

RACE AND ETHNICITY

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

	ASIAN	PACIFIC ISLANDER
☐ BLACK or AFRICAN AMERICAN (F)	☐ Indian (M)	☐ Guamanian (R)
☐ A descendant of a person or persons who were enslaved in the United States.	☐ Cambodian (U)	☐ Hawaiian (P)
☐ Not a descendent of a person or persons who were enslaved in the United States, including, but not limited to, African Black, Caribbean Black, or other Black.	☐ Chinese (J)	☐ Samoan (Q)
☐ Unknown	☐ Filipino (G)	☐ Other Pacific Islander (T)
☐ AMERICAN INDIAN or ALASKA NATIVE (H)	☐ Japanese (I)	
☐ HISPANIC or LATINO (D)	☐ Korean (K)	
☐ WHITE (E)	☐ Laotian (V)	
	☐ Vietnamese (L)	
	☐ Other Asian (S)	

☐ 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



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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.

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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.

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
EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING				PERSONNEL USE ONLY

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. ☐ Yes ☐ No
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

APPLICANTS — DO NOT USE THE SPACE BELOW — FOR PERSONNEL USE ONLY

Classes	01	02	03	04	05	06			
WC for Series/Levels									
RC/Flag for Series/Levels									

Flags _____

WC _____

CODES

FOR PERSONNEL USE ONLY	
STATUS ☐ Accepted ☐ REJECTED WC	
EXPERIENCE	LICENSE REQUIREMENT
EDUCATION	OTHER
STAFF	DATE PROCESSED

APPLICANT'S NAME (Last)	(First)	(M.I.)	CALCAREER ID
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EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL?

☐ Yes☐ No

IF NOT, DO YOU POSSESS A GED OR EQUIVALENT?

☐ Yes☐ No

IF NOT, ENTER THE HIGHEST GRADE YOU COMPLETED?

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 (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			

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			

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			

APPLICANT'S NAME (Last)		(First)	(M.I.)	CALCAREER ID
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HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			

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TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
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DUTIES PERFORMED			
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HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		
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	SEXUAL ORIENTATION
	☐ Under 21 (1) ☐ 21-39 (3) ☐ 40-69 (6) ☐ 70 and Over (7)	☐ Male ☐ Female ☐ Non-binary	Do you identify as LGBTQ+? ☐ Yes ☐ No

RACE AND ETHNICITY

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

	ASIAN	PACIFIC ISLANDER
☐ BLACK or AFRICAN AMERICAN (F)	☐ Indian (M)	☐ Guamanian (R)
☐ A descendant of a person or persons who were enslaved in the United States.	☐ Cambodian (U)	☐ Hawaiian (P)
☐ Not a descendent of a person or persons who were enslaved in the United States, including, but not limited to, African Black, Caribbean Black, or other Black.	☐ Chinese (J)	☐ Samoan (Q)
☐ Unknown	☐ Filipino (G)	☐ Other Pacific Islander (T)
☐ AMERICAN INDIAN or ALASKA NATIVE (H)	☐ Japanese (I)	
☐ HISPANIC or LATINO (D)	☐ Korean (K)	
☐ WHITE (E)	☐ Laotian (V)	
	☐ Vietnamese (L)	
	☐ Other Asian (S)	

☐ 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