**SANTA CLARA COUNTY PROBATION DEPARTMENT**

**James Ranch**

Extra-Help Probation Counselor I, Probation Assistant I

Application Packet

Probation Counselor I – Required Documents:

[ ]  **County of Santa Clara Job Application**

[ ]  **Social Security Card**

[ ]  **High School Diploma – Official Transcript (sealed)**

[ ]  **Bachelor’s Degree – Official Transcripts for All Colleges Attended (sealed)**

[ ]  **Current California Driver’s License**

[ ]  **Current DMV Driver's License Driving Record (INF 1125) dated within 30 days from** **date of submission**

[ ]  **Proof of Current Auto Insurance Coverage (applicant must be listed as the insured)**

[ ]  **Adult/Child/Infant CPR and First Aid Card (on-line certifications will not be accepted)**

[ ]  **Personal History Statement (completed and dated within 30 days from submission date)**

Probation Assistant I – Required Documents:

[ ]  **County of Santa Clara Job Application**

[ ]  **Social Security Card**

[ ]  **Official High School and College Transcripts for All Institutions Attended): 60 Semester or 90 Quarter Units (sealed)**

[ ]  **Current California Driver’s License**

[ ]  **Current DMV Driver's License Driving Record (INF 1125) dated within 30 days from date of** **submission**

[ ]  **Proof of Current Auto Insurance Coverage (applicant must be listed as the insured)**

[ ]  **Adult/Child/Infant CPR and First Aid Card (on-line certifications will not be accepted)**

[ ]  **Personal History Statement – Peace Officer (completed and dated within 30 days from submission date)**

\* Qualified applicants must successfully pass a complete background investigation, including fingerprints, a psychological evaluation, and a medical exam.

Disqualifications:

1. Any conviction with elements of violence
2. Under the age of 21

**Applications and documents must be personally delivered by the applicant. Do not mail!**

***Please call to schedule an interview only after you have completed all paperwork and have possession of the required documents listed above!***

**William F. James Boys’ Ranch**

19050 Malaguerra Avenue

Morgan Hill, CA 95037

Supervising Probation Counselor:

Edgar Hernandez (408) 201-7600

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| APPLICANT: |       | CLASSIFICATION: | **Extra-Help****Probation Counselor****Probation Assistant** |
| SUBMITTED BY: |  | DATE: |  |
|  | **PM or Supervising Probation Counselor** |  |  |
| CLEARED BACKGOUND: |  | DATE: |  |
|  | **Background Analyst** |  |  |
| APPROVED FOR HIRE: |  | DATE: |  |
|  | **Personnel Manager** |  |  |