

County of Tulare

221 S. MOONEY BLVD., RM. 206
VISALIA, CA 93291-4593
PHONE: (559) 713-2750
FAX: (559) 730-2626



CHIEF PROBATION OFFICER
MICHELLE BONWELL

PROBATION DEPARTMENT

Dear Applicant:

After submitting your application with the Tulare County Human Resource Department, it will be reviewed for eligibility ensuring you meet the minimum qualifications for the position applied for. If approved, and after a sufficient number of applications have been submitted, a written exam will be scheduled.

Once you have taken the written exam, you will be ranked based on the score achieved on the test. Those who rank at or above the cut-off will be placed in a pool of applicants and called upon when needed to interview with the department. This pool of applicants will be called upon, by ranking, to participate in an oral panel interview.

- ◆ Please arrive 15 minutes prior to your scheduled Interview.
- ◆ Please dress in appropriate business attire for the interview.

You must review and sign copies of the following documents and submit them at the time of your interview:

- ◆ A *Probation Department Authorization to Release Form* which must be notarized and signed prior to your interview.
- ◆ The *Advisement to Applicants*.
- ◆ The *Informed Consent Release and Hold Harmless for Confidentiality of Pre-Employment Background Investigation Data* form.
- ◆ The *Credit Advisement* form.
- ◆ A *Personal History Statement*.

(Documents are located on our website, <http://tularecounty.ca.gov/probation>. Follow the link "Probation Careers," located on the left side of the Homepage, then the "Forms" link located in the middle of the page. From the "Forms" page, print the packet of documents for the position to which you applied.)

PLEASE BE SURE THAT YOU READ THE INSTRUCTIONS ON THE PERSONAL HISTORY STATEMENT PRIOR TO COMPLETION.

- ◆ All sections must be fully completed.
- ◆ Remember to submit complete addresses and zip codes, and double check the information.
- ◆ It is advised after completion, you make a **copy of your Personal History Statement for yourself.**

If you successfully pass the Oral Interview, a Background Investigator will contact you to complete a Background Investigation. Once the Background Investigation has begun, originals and copies of the following applicable items are required and are considered part of your Personal History Statement:

County issued Birth Certificate	Marriage Certificate
High School Diploma or equivalent	Dissolution of Marriage
Professional Training Certificates	Selective Service Number
College Degree	DD-214-Military Discharge
Sealed Official College Transcripts	Driver's License
Proof of Automobile Insurance (In your name)	Social Security Card

When making copies, please copy each item individually on separate sheets of paper. The copies will not be returned.

THIS IS NOT AN OFFER OF EMPLOYMENT