



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF FRESNO
SUPPLEMENTAL APPLICATION FORM
COURT REPORTER**

Last Name: _____

First Name: _____

Social Security Number: _____

Before completing this supplemental application form, please be sure to review the job announcement in order to become familiar with the description of the job summary and requirements for competing in the examination process.

The information provided on this supplemental application will be: (1) used to determine your eligibility to compete in the examination process, (2) evaluated and rated during the examination process to determine your placement on the eligibility list, and (3) provided to Court Reporter Supervisors as part of the interview and selection process.

Complete this supplemental application form carefully and entirely. Wherever specific information has been requested, it **MUST** be stated. When completing this form, wherever lines are provided, state concisely the details of how you acquired the specific knowledge or skill, such as duties or experience or the course content of any education or training. If you need additional space, you may attach additional sheets, numbering them accordingly.

Those sections which are not applicable to your particular qualifications should be marked "N/A" to indicate that they have not been overlooked. **Do NOT make statements such as "Refer to resume or application" to indicate your intended responses when completing this form. Incomplete or illegible forms may be the basis for disqualification, so please provide complete and legible information.**

Please submit your responses with a completed Court application and copy of your CSR license to Fresno Superior Court, 1100 Van Ness Avenue, Room 401, Fresno, CA 93724 between 8:00 a.m. – 4:00 p.m. Resumes along with the supplemental form may be submitted for an initial screening for per diem status but a completed application must be submitted for further employment consideration.

If you have any questions, please contact the Superior Court Human Resources department at (559) 457-2052.

Application materials without a completed supplemental form will not be considered.

SECTION I

1. Please list the state licenses you currently hold on the spaces provided below. Please do not use abbreviations and be sure to include your license number.

2. Please list any court reporter related certificates you currently hold, which were issued by a state organization or the National Court Reporter Association (NCRA) in the spaces provided below. Do not use abbreviations.

3. CAT system you are using: _____

Are you realtime capable? Yes No If yes, describe services you can provide:

If no, are you willing to learn while on the job? Yes No If no, please explain:

SECTION II

In the matrix below, please describe what, if any, experience you may have working as a reporter in a court environment.

Name of Court	Dates of Employment	Status of Employment (i.e., full-time, per diem)	Types of Court Proceedings Covered (Be specific, i.e., juvenile, civil, prelims, arraignments, family)

SECTION III

In the matrix below, please describe what, if any, freelance reporting experience you may have.

Name of Agency	Dates Employed	Average # of Assignments per week	Types of Hearings Covered (i.e., dispositions, Workers' Comp hearings, etc.)	Did you specialize in a particular type(s) of hearing(s)? If so, please identify type(s)

SECTION IV

What knowledge or transcription experience do you have in the areas listed below? Please attach additional sheets if you need more space and make sure to include your identifying information on each additional sheet.

Medical:

DNA:

Scientific:

Death Penalty:

Expedited Copy:

Construction Defect:

Personal Injury:

I hereby certify that all statements made on or in connection with this supplemental form are true to the best of my knowledge and belief. I understand that false statements of material facts or omissions may subject me to disqualification or termination of employment.

APPLICANT'S SIGNATURE

DATE