SANTA CLARA COUNTY PROBATION DEPARTMENT

Extra-Help Group Counselor I

Application Packet
Juvenile Hall

Group Counselor I – Required Documents:

- ☐ **County Application Packet**
- ☐ **Proof of Citizenship: Birth Certificate, or Passport, or Certificate of Naturalization with Verification of Application for Citizenship**
- ☐ **Social Security Card**
- ☐ **Official High School and All College Transcripts:** 60 Semester or 90 Quarter Units (sealed)
- ☐ **California Driver License**
- ☐ **H6 D.M.V. Printout**
- ☐ **Proof of Auto Insurance**
- ☐ **Adult CPR and Basic First Aid Card**
- ☐ **Personal History Statement**

* 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**

Note: If you have been convicted of an offense, other than a minor traffic violation, you must note this on your application and explain the conviction; **FAILURE TO COMPLY WITH THIS IS AN AUTOMATIC REJECTION!** However, if you state your conviction, this is not an automatic bar to employment as each case is considered on its individual merit.

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

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

Juvenile Hall:
Glenn McMillon (408) 278-5864

Extra-Help

APPLICANT: _____ CLASSIFICATION: **<u>Group Counselor I</u>**

SUBMITTED: _____ DATE: _____
Probation Manager/Supervisor

APPROVED: _____ DATE: _____

APPROVED FOR HIRE: _____ DATE: _____

Revised 5/9/2008