



SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA

Guide to Applying for Job Opportunities

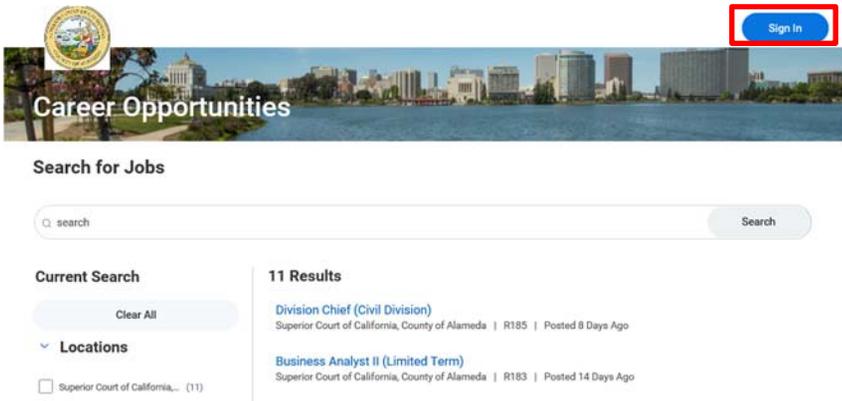
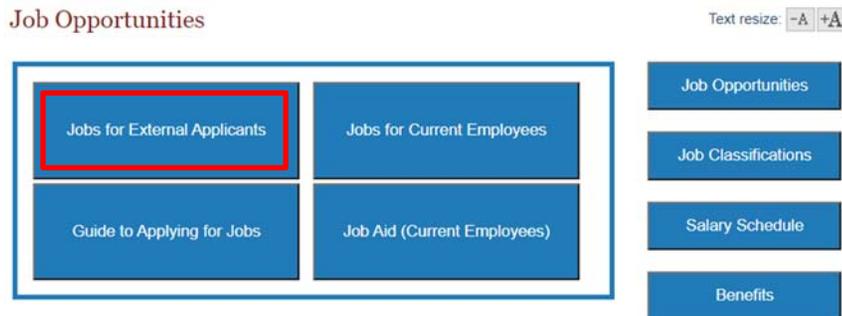
External Applicants

FIND OPEN POSITIONS

External applicants will use the Court's website through the recruitment page to find and apply for open positions.

APPLY FROM AN EXTERNAL JOB POSTING SITE (EXTERNAL CANDIDATE)

1. Navigate to the Court's external career site by selecting the **Jobs for External Applicants** button on the Job Opportunities page.



2. **Sign in** to your candidate account or create one, as applicable.



3. If needed, navigate to the job search page by clicking the logo in the page header.
4. Search for and select the job you're applying for.
5. On the **Job Posting Details** page, review the job information and select the **Apply** button.





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Note: When creating an account, please enter your **legal name** within the name section. We have a preferred name section if you'd like to include a nickname.

Note: If you've previously worked at the Superior Court of California, County of Alameda, please be sure to select 'Yes' to the final question on that page. Following your selection, you will be asked to provide additional information (manager, location, and email address).

- When you select **Apply**, you have the option to attach your resume. Your application automatically populates with the resume details you provided, including name and location.
- Click **Next**. Update or add details on the application. *If you previously attached a resume, your information should have populated on this page. Please review the information to ensure your work experience and education were captured from your resume.*
- Click **Next**. Respond to **Agency Wide Questions** in addition to the **Supplemental Questionnaire**, answering all required questions.



Note: Failure to submit the application and/or supplemental questionnaire will result in disqualification.

- Click **Next** and complete any remaining mandatory fields.
- Complete the **Voluntary Disclosures, agree to the Terms and Conditions**, and then click **Next**.

11. Complete the mandatory fields on the **Self-Identify Questionnaire** and then click **Next**.

12. **Review** your application and click **Submit**. A status notification appears, confirming your submission.

