



# EMPLOYMENT OPPORTUNITY

[www.seta.net](http://www.seta.net)

**Sacramento Employment and Training Agency**  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Phone (916) 263-3800  
TDD 1-800-735-2929  
24-Hour Job Line (916) 552-1478

## **SETA CONSULTANT SALARY DEPENDENT ON QUALIFICATIONS (CONTINUOUS FILING)**

**WHO MAY APPLY:** CONTINUOUS FILING

**HOW TO APPLY:** A completed SETA application and supplemental questionnaire must be submitted when applying for the SETA Consultant position. Application materials can be obtained in the lobby at 925 Del Paso Blvd. Suite #100

**JOB OPPORTUNITY:**

Temporary positions are anticipated through August 31, 2010. These temporary positions are not entitled to SETA benefits.

**DEFINITION:**

To provide expertise needed by SETA to carry out the responsibilities of the Agency.

**EXAMPLES OF DUTIES:**

To conduct and report observations in Head Start and Early Head Start classrooms using the Early Childhood Environment Rating Scale (ECERS) and the Infant/Toddler Environment Rating Scale (ITERS).

**MINIMUM QUALIFICATIONS:**

**Knowledge of:** Comprehensive knowledge of typical operations for early childhood education classrooms and environments, licensing rules and regulations, and how the ITERS/ECERS assessment tool is used to assess and improve quality outcomes for children.

**Ability to:** To pass background check, supply verification of negative TB within the last 60 days, attend mandatory orientation, complete assessments in required format and meet all project deadlines.

**Training and Experience:** Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain knowledge and abilities would be: Advanced educational training in the use of the ECERS/ITERS assessment tool and direct experience in the use of the assessment tool in the field. Successful completion of ECE 455- Environmental Rating Scales in Early Childhood Program or other approved ECERS/ITERS training course is preferred.

**SELECTION PROCESS:** An Application Screening Committee will select those candidates appearing to best meet the needs of the Agency based on information provided on the Application Form and Supplemental Questionnaire.

**NOTE:** Those selected will be required to submit verification of citizenship or legal right to work in the United States at time of employment. This position requires travel throughout Sacramento County.

SETA does not discriminate on the basis of race, creed, religion, color, sex, age, sexual orientation, or disability in any of its programs or activities. An equal opportunity employer. Women, minorities, disabled, and disabled veterans encouraged to apply.

# E M P L O Y M E N T   A P P L I C A T I O N

## Sacramento Employment and Training Agency

925 Del Paso Blvd., Suite 100

Sacramento, CA 95815

(916) 263-3800

24 Hour Job Line (916) 552-1478

TDD CA Relay System 1 (800) 735-2929

### INSTRUCTIONS:

1. **PRINT LEGIBLY OR TYPE:** This application is part of the examination process. Late and/or incomplete applications will be rejected.
2. Print or type the title of the examination in space provided.
3. Complete a separate application for each examination desired. Make sure proper job title appears on each application.
4. Complete both sides of the application form. All applications must have an original signature and must be dated.
5. Applicants must meet all qualifications for classification by the final filing date, unless specifically exempted in the job announcement. An incomplete application may be grounds for rejection. An applicant may be required to submit additional proof of qualifications and verification of education and training.
6. It is the applicant's responsibility to insure the application is in the SETA Personnel Office **NO LATER THAN 5:00 P.M.** on the filing deadline. Postmarks are not accepted. Facsimiles and late applications will be rejected.
7. In compliance with State and Federal Laws, the Sacramento Employment and Training Agency will employ and promote qualified individuals without regard to disability. SETA is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations, in the examination process must do so by the filing deadline. Please fill out the Accommodation section of this application completely, otherwise it may not be possible to arrange accommodations for the selection process. For more information call (916)263-3800.
8. It is the policy of SETA to treat each applicant in a fair and consistent manner. The applicants experience, knowledge, skills, and abilities as demonstrated on the employment application are the relevant factors used in the screening process.

### RECRUITMENT INFORMATION - Please indicate how you became aware of this job opportunity:

- |  |   |
|--|---|
| <input type="checkbox"/> Sacramento Bee      | <input type="checkbox"/> State Employment Office (EDD)  |
| <input type="checkbox"/> Sacramento Observer | <input type="checkbox"/> SETA Office                    |
| <input type="checkbox"/> Job Journal         | <input type="checkbox"/> Sacramento Works Career Center |
| <input type="checkbox"/> Career Builder      | <input type="checkbox"/> Word of Mouth                  |
| <input type="checkbox"/> City Office         | <input type="checkbox"/> Other: _____                   |
| <input type="checkbox"/> County Office       |   |

# AFFIRMATIVE ACTION QUESTIONNAIRE

DO NOT DETACH  
(PLEASE PRINT OR TYPE)

\_\_\_\_\_  
Job Title

SEX: Male \_\_\_\_ Female \_\_\_\_

AGE: Over \_\_\_\_ Under 40 \_\_\_\_

To further its commitment to Equal Opportunity Employment, SETA is requesting all applicants for examination to voluntarily provide the following information. The information will be detached from the application and will be used only for research and evaluation purposes. This information will not have any effect upon your application.

## **ETHNIC ORIGIN** (Please Check One)

- American Indian** - Persons descended from the original people of North America and who maintain cultural identification through tribal affiliation or community organization.
- African American** - Persons of African descent including Black persons with Spanish surname.
- Asian Indian** - Includes persons of Pakistani and East Indian descent.
- Caucasian** - Includes persons of Indo-European descent except those in other groups.
- Chinese** - Includes persons of Chinese, Indo-Chinese, or Korean descent.
- Filipino** - Persons of Filipino descent.
- Hispanic** - Includes all persons of Mexican-Latin American, or Spanish descent except those who are Black.
- Japanese** - Persons of Japanese descent.
- Polynesian** - Includes persons of Polynesian descent who are not included in any other group.

Sacramento Employment and Training Agency

**EMPLOYMENT APPLICATION**

925 Del Paso Blvd., Suite 100

Sacramento, CA 95815

(916) 263-3800

Job Title: \_\_\_\_\_

**IMPORTANT: This application is part of the examination process. It must be completely filled out, signed, and dated to be accepted. Late and/or incomplete applications will be rejected.**

**PRINT OR TYPE**

*(for simplification of processing only)*

For Office Use Only:

- \_\_\_ Accommodations
- \_\_\_ Application
- \_\_\_ Application Rejected
- \_\_\_ Education
- \_\_\_ Does Not Meet MQ's
- \_\_\_ Late
- \_\_\_ Other

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Message Phone \_\_\_\_\_

**Education and Training:** You may be required to submit verification of your college education prior to employment.

1. High School Graduate or Passed GED? YES \_\_\_ NO \_\_\_

2.	Name & Location of College, University, or Trade School	Major Course of Study	Units Completed		Diploma, Certificate, or Degree Received
			Semester Units	Quarter Units	

3. List current certificates of professional competence, licenses, membership in professional associations.

\_\_\_\_\_

4. Current/Former Head Start Parent? YES \_\_\_ NO \_\_\_

**ALL APPLICANTS must immediately notify the SETA Personnel Office of address/phone number changes by calling 263-3588.**

**Convictions:** Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. Some classifications may require a fingerprinting check as verification. You may omit any conviction committed prior to your 18<sup>th</sup> birthday, which was finally settled in Juvenile Court, or under a youth offender law.

**FAILURE TO LIST CONVICTIONS MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS OR EMPLOYMENT**

Have you ever been convicted of a crime? YES \_\_\_ NO \_\_\_

List all convictions. Attach additional sheet if necessary. (Cite Penal Code if known.)

Offense: \_\_\_\_\_ Conviction Date: \_\_\_\_\_ Location: \_\_\_\_\_ Fine/Sentence: \_\_\_\_\_

**Accommodations:** Describe any accommodation you may need in taking the examination:

**EMPLOYMENT HISTORY:** List your work record for the last 10 years and related volunteer experience. Begin with your most recent position, include U.S. Military service. This section must be filled out completely. Attaching a resume without completing this section will render your application incomplete. If you need additional space, you may attach additional documentation.



**IMPORTANT:** Check box if you **DO NOT** want us contacting the employer listed.

From: To: Last Salary: Hours per week:	Job Title and Duties:	Organization: Address:  Phone: Name of Supervisor: Reason for leaving:
---	-----------------------	---

From: To: Last Salary: Hours per week:	Job Title and Duties:	Organization: Address:  Phone: Name of Supervisor: Reason for leaving:
---	-----------------------	---

From: To: Last Salary: Hours per week:	Job Title and Duties:	Organization: Address:  Phone: Name of Supervisor: Reason for leaving:
---	-----------------------	---

From: To: Last Salary: Hours per week:	Job Title and Duties:	Organization: Address:  Phone: Name of Supervisor: Reason for leaving:
---	-----------------------	---

Do you have any relative(s) currently employed by SETA? If yes, list name(s): _____ Are you receiving benefits from the Sacramento County Retirement System? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>SKILLS:</b> Typing _____WPM 10 Key _____ Language _____ <input type="checkbox"/> verbal I am proficient in the following software applications: <input type="checkbox"/> written
--	--

**READ BEFORE SIGNING:** I hereby certify that all statements made on or in connection with this application are true to the best of my knowledge. I understand that false statements and/or failure to meet legal minimum qualifications for this position will be sufficient cause to eliminate me from the examination or dismiss me from employment. I understand that if I am offered employment a medical examination and/or fingerprinting may be required. I understand and give you permission to contact my previous employers, except those indicated above.

Your signature \_\_\_\_\_ Date \_\_\_\_\_  
 (all applications must have an original signature to be considered valid)



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

---

**KATHY KOSSICK**  
Executive Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Main Office  
(916) 263-3800

Head Start  
(916) 263-3804

Website: <http://www.seta.net>

**Release of Information Form**

I, \_\_\_\_\_, hereby authorize the Sacramento Employment and Training Agency (SETA) to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to SETA any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release SETA, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# HEAD START SUPPLEMENTAL APPLICATION FORM

This SUPPLEMENTAL APPLICATION form, along with the required documents noted below MUST BE ATTACHED to a completed SETA application and must be received in the SETA office at 925 Del Paso Blvd., Suite #100, no later than 5:00 p.m. on the final filing date as noted on the job announcement. Failure to attach the required documents may result in disqualification from the application process.

**Please Print:**

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

## DOCUMENTS REQUIRED

- 1) A copy of your latest “unofficial” or “official” college transcripts verifying completion of the required units as noted on the job announcement; **and**
- 2) A copy of your Child Development Permit issued by the State of California.