



Administration
 3241 W. Noble Avenue
 Visalia, CA 93277
 T: 559.608.9000
 F: 559.687.6982

Fiscal Division
 3241 W. Noble Avenue
 Visalia, CA 93277
 T: 559.608.9210
 F: 559.687.6984

Adult Division
 3241 W. Noble Avenue
 Visalia, CA 93277
 T: 559.608.9035
 F: 559.687.6984

Juvenile Division
 3245 W. Noble Avenue
 Visalia, CA 93277
 T: 559.608.9270
 F: 559.687.6985

Juvenile Justice Center
 11200 Avenue 368,
 Room 108
 Visalia, CA 93291
 T: 559.735.1525
 F: 559.713.3049

Juvenile Detention Facility
 11200 Avenue 368
 Visalia, CA 93291
 T: 559.735.1600
 F: 559.713.3046

Porterville Office
 1055 West Henderson
 Suite 7
 Porterville, CA 93257
 T: 559.788.1330
 F: 559.788.1335

www.tularecoprobation.org

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 Careers website, <https://jointularecoprobation.org/>. Hover over the drop-down menu and select the position you are applying for (Peace Officer or Non-Sworn). Then select "Applied – What's Next?" This page will have the forms needed for the position to which you applied. Please print and complete the documents listed.

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
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
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