



**THE STATE BAR OF CALIFORNIA
OFFICE OF ADMISSIONS**

**180 Howard Street • San Francisco, CA 94105-1639 • (415) 538-2300
845 S. Figueroa Street • Los Angeles, CA 90017-2515 • (213) 765-1500**

EXAMINATION PROCTOR APPLICATION

| | | | | | | |
|----------------|--|------------|-----------|-------------------|------------------------------------|----------|
| Last Name | | First Name | | Middle | Last 4 digits of Social Security # | |
| Street Address | | | Apartment | City | State | Zip Code |
| Home Phone | | Cell Phone | | E-mail (required) | | |

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|--|--|--|-----------------------------|
| 1. Do you meet all of the qualifications? (See Proctor Qualifications) | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Do you have the legal right to work in the U.S.? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. What is your educational background. Check all that apply: | | | |
| <input type="checkbox"/> High school graduate or GED | | | |
| <input type="checkbox"/> College graduate | | Title of degree/certificate received or units completed: | |
| | | Name of University, College or Trade School: | |
| 4. Are you presently employed? Full-time <input type="checkbox"/> Yes <input type="checkbox"/> No Part-time <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If "YES", what is your occupation? | | | |
| If "NO", indicate your current status (e.g., retired, homemaker, etc.) | | | |
| 5. Name of Current Employer | | | 6. Dates (Month and Year) |
| Address | | | From: |
| City, State and Zip Code | | | To: |
| 7. Have you ever been fired, terminated, or had an employment contract terminated from any position for disciplinary or performance issues? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES", explain. | | | |
| 8. Are you related to anyone employed by the Office of Admissions? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Are you presently attending law school or have you ever attended law school? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Are you related to, or do you know anyone presently in law school or a law school graduate planning to take the California Bar Examination? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES", when does he/she anticipate taking the California Bar Examination? | | | |
| 11. Can you perform the essential functions outlined in the job description? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12. Describe any experience you may have as a proctor for some other agency or a school: | | | |

| | | | |
|---|--|--|--|
| 13. How did you come to know about this position? | 14. Who referred you to this office? | | |
| 15. Do you have any of the following special qualifications? Check any/all that apply: <input type="checkbox"/> First aid, CPR, or health professional credentials <input type="checkbox"/> Experience as a security guard <input type="checkbox"/> Teaching credentials <input type="checkbox"/> Experience with monitoring exams administered on computers <input type="checkbox"/> Experience working with individuals with disabilities | | | |
| <i>The June & October First-Year Law Students' Examinations are only administered in the Los Angeles County and Bay Area.</i> | | | |
| 16. Check the examinations you are available to work: <input type="checkbox"/> February California Bar Examination <input type="checkbox"/> June First-Year Law Students' Examination <input type="checkbox"/> July California Bar Examination <input type="checkbox"/> October First-Year Law Students' Examination | | | |
| 17. Select up to 2 areas in which you are available to work. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Northern California <input type="checkbox"/> Oakland <input type="checkbox"/> Burlingame <input type="checkbox"/> Santa Clara <input type="checkbox"/> Sacramento </td> <td style="width: 50%; vertical-align: top;"> Southern California <input type="checkbox"/> Los Angeles County <input type="checkbox"/> Pasadena <input type="checkbox"/> Ontario <input type="checkbox"/> Orange County <input type="checkbox"/> San Diego </td> </tr> </table> | | Northern California <input type="checkbox"/> Oakland <input type="checkbox"/> Burlingame <input type="checkbox"/> Santa Clara <input type="checkbox"/> Sacramento | Southern California <input type="checkbox"/> Los Angeles County <input type="checkbox"/> Pasadena <input type="checkbox"/> Ontario <input type="checkbox"/> Orange County <input type="checkbox"/> San Diego |
| Northern California <input type="checkbox"/> Oakland <input type="checkbox"/> Burlingame <input type="checkbox"/> Santa Clara <input type="checkbox"/> Sacramento | Southern California <input type="checkbox"/> Los Angeles County <input type="checkbox"/> Pasadena <input type="checkbox"/> Ontario <input type="checkbox"/> Orange County <input type="checkbox"/> San Diego | | |

Please read, sign and date the following statement:

I declare that each of the answers given to the questions on this application is complete and true to the best of my knowledge. I understand that any misrepresentation or omission is cause for dismissal. I have read the Proctor Duties and Qualifications and declare that I fully understand and agree to the duties and responsibilities stated. I also understand that I may not be selected to be a proctor for the California Bar Examination. I further understand that if I am selected, it does not guarantee that I will be selected to proctor any other Bar Examination. Finally, I understand that if I serve as a proctor, I am a temporary employee paid by a temporary agency and not an employee of The State Bar of California.

Print Name:

Signature:

Date:



As part of our on boarding and qualifying process you may be asked to complete our application process which is handled by our partnering employment service who is AppleOne Employment Services. AppleOne offers an Online Application process please indicate which of the two choices:

Manual Process:

If qualified and once State Bar receives your Exam Proctor Application an application packet will be mailed to you that will include an application, employment forms, I9 information, which will include Security information and a safety evaluation. You will then need to mail back your packet in a self addressed stamped envelope to AppleOne.

If qualified I would like to process my application manually.

Online Process:

If qualified and once State Bar receives your Exam Proctor Application you will receive an Email with a link to complete the AppleOne Application online. Once completed, you will receive another email with a link to log into our Esignature site and you will officially sign all your documents online. Once AppleOne receives your completed application an AppleOne representative will reach you to schedule a time to process your I9 at one of their 60 AppleOne locations.

If qualified I would like my Application Processed Online with AppleOne. Please email me at the following email address:

Email Address:

Please return this form and the Examination Proctor Application to :

**Office of Admissions
The State Bar of California
c/o Deborah Marks
845 S. Figueroa Street
Los Angeles, CA 90017-2515**