



**THE STATE BAR OF CALIFORNIA  
COMMITTEE OF BAR EXAMINERS/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

## EXAM PROCTOR APPLICATION

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Email: \_\_\_\_\_

1. Do you meet all of the qualifications? (See Proctor Qualifications)  Yes  No
2. Do you have a legal right to work in the US?  Yes  No
3. What is your educational background. Check all that apply:  
 High school graduate  
 College graduate \* If no degree but took college courses, list # of units taken: \_\_\_\_\_
4. Are you presently employed? Full time  Yes  No Part time  Yes  No  
If "YES", what is your occupation? \_\_\_\_\_  
If "NO", indicate your current status (e.g., retired, homemaker, etc.) \_\_\_\_\_
5. Name and Address of Present Employer: \_\_\_\_\_
6. Dates of Current Employment: from \_\_\_\_\_ to \_\_\_\_\_
7. Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for disciplinary or performance reasons.  
 Yes  No If "YES", discuss fully. \_\_\_\_\_
8. Have you ever been convicted of a felony?  
 Yes  No If "YES", discuss fully. \_\_\_\_\_
9. Are you related to anyone employed by the Office of Admissions?  Yes  No
10. Are you presently attending law school or have you ever attended law school?  Yes  No

11. 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?  Yes  No

If "YES", when does he/she anticipate taking the California Bar Examination?

12. Can you perform the essential functions outlined in the job description?  Yes  No

13. Describe any experience you may have as a proctor for some other agency or a school:
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14. How did you learn about proctoring for the State Bar Office of Admissions?

15. Who referred you to this office?

16. Do you have any of the following special qualifications? Check any/all that apply:

- First aid, CPR, or health professional credentials  
 Experience as a security guard  
 Teaching credentials  
 Experience with monitoring exams administered on computers  
 Experience working with individuals with disabilities

17. Check the examinations you are available to work:

- February California Bar Examination  
 June First-Year Law Students' Examination  
 July California Bar Examination  
 October First-Year Law Students' Examination

*The June & October First-Year Law Students' Examinations are only administered in Los Angeles County and Bay Area.*

18. Select up to 2 areas in which you are available to work.

**Northern California**

- Oakland  
 Burlingame  
 Santa Clara  
 Sacramento

**Southern California**

- Los Angeles County  
 Pasadena  
 Ontario  
 Orange County  
 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 Exam. I further understand that if I am selected, it does not guarantee that I will be selected to proctor any other Bar Exam. Finally, I understand that if I serve as a proctor, I am an independent contractor/vendor and not an employee for the State Bar of California.

Print Name:

Signature:

Date: