

Licenses – If the examination bulletin requires a specific license, professional certificate, or membership in a professional organization, list the full name of the license, certificate or organization, the license number, and the official expiration date of the document or membership.

Employment History and Experience – You must include a complete list of your paid and/or volunteer work experience **that relates to the qualification requirements specified on the examination bulletin**. List all relevant jobs during the past 10 years, regardless of duration, including part-time and military service. You should also list volunteer experience and jobs if they directly relate to the job for which you are applying. **State employees must list the specific departments for which they worked and indicate the specific civil service class title(s) held.**

Requesting Veterans' Preference – If you have not previously applied and been approved for Veterans' Preference, you must complete and submit the Veterans'

Preference Form, CALHR-1093 to the California Department of Human Resources.

Equal Employment Opportunity Page – Providing this information is voluntary. This data is only to be used for statistical purposes in evaluating the extent to which the state is complying with state and federal equal employment opportunity and non-discrimination requirements.

NOTE: Your completed application and other examination related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code section 18934. This application and other confidential information **will not be returned**; therefore, it is recommended that you keep a copy of your completed application for your records. Your rights to inspect your examination papers are set forth in Title 2, section 186 -189 of the California Code of Regulations, which can be accessed at Office of Administrative Law website at: oal.ca.gov.

Information About Disability

Physical disability includes but is not limited to having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that affects one or more of several body systems and limits a major life activity. The body systems listed include the neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine systems. A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity, such as working, if it makes the achievement of the major life activity difficult.

Mental disability includes but is not limited to having any mental or psychological disorder or condition, such as intellectual or cognitive disability, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity, or having any other mental or psychological disorder or condition that requires special education or related services.

Major life activities are defined broadly and include physical, mental, and social activities, including but not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. Major life activities include the operation of major bodily functions, including functions of the immune system, special sense organs and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions.

Major bodily functions include the operation of an individual organ within a body system.

An impairment "limits" a major life activity if it makes the achievement of the major life activity difficult.

Medical condition is defined as any health impairment related to or associated with a diagnosis of cancer or a record or history of cancer, or a genetic characteristic.

Genetic characteristic is defined as any scientifically or medically identifiable gene or chromosome or an inherited characteristic that could statistically lead to increased development of a disease or disorder.

California Code of Regulations, Title 2, section 11065.

State of California Application

PRINT OR TYPE

APPLICANT'S NAME (Last) <i>(First)</i> <i>(M.I.)</i>		CALCAREER ID
Keeney Teri M		2462862
MAILING ADDRESS (Number) <i>(Street)</i> <i>(Apt #)</i>		SOCIAL SECURITY NUMBER (Exams Only)
5211 Fenton Way		
<i>(City)</i>	<i>(County)</i>	<i>(State)</i> <i>(Zip Code)</i>
Granite Bay		CA 95746
E-MAIL ADDRESS	1st TELEPHONE NUMBER	2nd TELEPHONE NUMBER
tmkeeney4@gmail.com	<input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Other	<input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Other

EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING
 JC-179343, Primary Position: 163-123-5393-CPS, ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

**PERSONNEL
USE ONLY**

STANDARD EMPLOYMENT QUESTIONS

1. Are you now employed by the State of California? If "Yes," fill in the information below. Yes No
 Department: _____ Subdivision: _____
2. Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? If "Yes," give details in the "Explanation" section below and refer to the instructions page for further information. Yes No
3. Have you ever entered into any written agreement with a state agency in which you agreed not to seek or accept subsequent employment with the state or any state agency? Yes No
4. Have you ever entered into any written agreement with a state agency involving an adverse action, rejection on probation, or AWOL termination, in which you agreed not to seek or accept subsequent employment with a particular state agency? Yes No
5. In addition to English, list any other languages you are fluent in:
 - a. Verbal fluency in _____
 - b. Written fluency in _____

ANSWER THE FOLLOWING QUESTIONS ONLY IF THE EXAM BULLETIN OR JOB POSTING REQUIRES THE INFORMATION

6. For typing applicants only: I certify I can type at a speed of _____ words per minute.
7. Do you meet the minimum and/or maximum age requirements? Yes No
8. Do you possess a valid California Driver License? If "Yes," fill in the information below. Yes No
 License #: _____ Class: _____ Restrictions: _____

ANSWER THE FOLLOWING QUESTIONS IF APPLYING TO TAKE AN EXAMINATION

9. Enter your preferred county to take the examination, if different from your county of residence: _____
10. Do you need an accommodation to take an examination or assessment? If "Yes," complete the Accommodation form. Yes No

NOTE: If you are a veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, you may qualify for Veterans' Preference. For information regarding Veterans' Preference see www.calcareers.ca.gov or www.calvet.ca.gov.

EXPLANATIONS: Provide details of any response that requires additional information.

CERTIFICATION – IMPORTANT – READ BEFORE SIGNING – YOUR SIGNATURE IS REQUIRED FOR HARD COPY SUBMISSION

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.

APPLICANT'S SIGNATURE

DATE SIGNED

APPLICANTS — DO NOT USE THE SPACE BELOW — FOR PERSONNEL USE ONLY

Classes	01	02	03	04	05	06				Flags _____ WC _____	FOR PERSONNEL USE ONLY	
WC for Series/Levels									STATUS <input type="checkbox"/> Accepted <input type="checkbox"/> REJECTED WC		EXPERIENCE	LICENSE REQUIREMENT
RC/Flag for Series/Levels									EDUCATION		OTHER	
CODES <input style="width:50px;" type="text"/>										STAFF	DATE PROCESSED	

STATE OF CALIFORNIA - CALIFORNIA DEPARTMENT OF HUMAN RESOURCES
EXAMINATION / EMPLOYMENT APPLICATION
 STD. 678 (REV. 7/2019) Page 4

APPLICANT'S NAME (Last) Keeney	(First) Teri	(M.I.) M	CALCAREER ID 2462862
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EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL? Yes No IF NOT, DO YOU POSSESS A GED OR EQUIVALENT? Yes No IF NOT, ENTER THE HIGHEST GRADE YOU COMPLETED? _____

UNIVERSITY OR COLLEGE — BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOL, NAME AND LOCATION	COURSE OF STUDY	UNITS COMPLETED SEMESTER	UNITS COMPLETED QUARTER	DIPLOMA, DEGREE OR CERTIFICATE OBTAINED	DATE COMPLETED
California State University, Sacramento Sacramento, CA	Business Administration	120		BA/BS	05/01/1992

LICENSES – LIST APPLICABLE LICENSES AND CERTIFICATES INDICATED IN THE EXAMINATION BULLETIN.
 (If you are an attorney, please indicate the date you were admitted to the Bar under the Issue Date column, if stated on the examination bulletin.)

LICENSE / CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE	IN THE SPACE BELOW, INDICATE SPECIFIC COURSE REQUIREMENTS NEEDED TO SATISFY REQUIREMENTS FOR THIS EXAMINATION
Child-Abuse Reporting - Calif M-394	09/13/2019	08/13/2020	
Discriminatory Harrassment M-380	09/13/2019	08/13/2020	
Human Trafficking M-522	09/13/2019	08/13/2020	

EMPLOYMENT HISTORY – List relevant paid, military and/or volunteer experience that relate to the qualification requirements. List each job separately.

FROM (MM/DD/YY) 07/03/2017	TO (MM/DD/YY) Present	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable) College & Career Advisor	SUPERVISOR NAME Jessup McGregor
HOURS PER WEEK 40+	COMPANY/STATE AGENCY NAME Roseville Joint Union High School District		SUPERVISOR PHONE NUMBER 9167868676
TOTAL WORKED 2years/4months	ADDRESS 1 Grizzly Way		

DUTIES PERFORMED

Maintain awareness of and provide leadership on issues and trends in postsecondary admissions, vocational opportunities, higher education entrance exams, scholarship, and financial aid programs to students, parents and faculty. Engage with and support students with their educational and career objectives and develop an action plan to support their long-range college and career goals. Track student programs, analyze and review outcomes and recommend changes for improvement while staying in compliance with district goals. Coordinate and facilitate college & career educational workshops, assessments, and events. Develop, review and adjust curriculum for workshops as necessary per higher education trends. Classroom presentations. Develop forms and procedures consistent with the mission statement and rules of the district. Receive and respond to inquiries from students, parents, staff, vendors and outside organizations. Maintain Career Center website and materials; work with state and independent databases. Prepare monthly and yearly statistical reports. Regularly disseminates up-to-date information and research data to school staff, students, parents, and community members. Establish positive working relationships with colleges and university personnel, community members and staff. Advocate on behalf of students. Complete special projects as needed. Attend state and national conferences.

REASON FOR LEAVING
Currently employed

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FROM (MM/DD/YY) 05/31/2016	TO (MM/DD/YY) 08/01/2017	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable) Vocational Placement Specialist	SUPERVISOR NAME Brian McNulty
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HOURS PER WEEK 30	COMPANY/STATE AGENCY NAME Roseville Joint Union High School District	SUPERVISOR PHONE NUMBER 9167868676
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TOTAL WORKED 10 month	ADDRESS 1 Grizzly Way
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DUTIES PERFORMED

Evaluated and assessed student's vocational and academic strengths to match students with post-secondary vocational goals based on student's Individual Education Plan contract to meet WorkAbility I contract requirements and goals. Collected data to provide to the State of California Department of Education and Employment Development Department. Worked with the Department of Rehabilitation to qualify and enroll students in work programs post-high school. Prospected and identified new business for student employment. Provided job coaching services; job analysis, job training, job behavior management, and developed natural support as needed. Participated in staff development and training per company policy. Adhere to high ethical standards and comply with all regulations and board policies. Developed, implemented and analyzed workshop curriculum to meet the state standards for the WorkAbility I program grant. Student onboarding. Attended local and state conferences.

REASON FOR LEAVING
Left for fulltime employment.

FROM (MM/DD/YY) 08/09/2013	TO (MM/DD/YY) 02/28/2016	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable) Athletic Department Administrative Coordinator	SUPERVISOR NAME Tim Healy
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HOURS PER WEEK 40	COMPANY/STATE AGENCY NAME Granite Bay High School	SUPERVISOR PHONE NUMBER 1916786867
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TOTAL WORKED 2 years/6 months	ADDRESS 1 Grizzly Way
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DUTIES PERFORMED

Facilitated, managed, and oversaw the efficient operation of the athletic department. Lead and organize all aspects of the athletic department's events, fundraisers, and activities. Processed the hiring and training of new hires and volunteers within the athletic department per district guidelines. Primary contact and liaison with Sac-Joaquin Athletic Association Section and Granite Bay High School. Prepared transfer documentation for the purpose of athletic eligibility. Prepared athletic eligibility reports. Tracked department budget and processed income and payables. Developed and designed department online registration and maintained department website and calendar. Managed and screened all athletic fundraising programs. Organized and scheduled department calendars. Primary liaison with local sports media personnel, college and high school coach personnel, team vendors and community sponsors. Provided exemplary customer service. Built loyal relationships with internal and external clients.

REASON FOR LEAVING
Family

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FROM (MM/DD/YY) 01/04/2008	TO (MM/DD/YY) 08/29/2014	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable) President, Volunteer	SUPERVISOR NAME Ernie Cooper
HOURS PER WEEK 40+	COMPANY/STATE AGENCY NAME Touchdown Club (Football Booster Club)		SUPERVISOR PHONE NUMBER 9163909389
TOTAL WORKED 6 years/9 months	ADDRESS 1 Grizzly Way		

DUTIES PERFORMED

Responsible for overall program yearly budget creation and analysis; stipend payments; receivables; payables; reimbursements; facility management use; fundraising; facilitated board meetings; updated all training material, guidelines and procedures; volunteer training and coordination; transportation; and team registration. Analyzed proposals and quotes and made recommendations. Maintained database of fundraising donors, advertisers, sponsors, and alumni. Developed relationships with local businesses and community members for program support and sponsorship. Lead coordinator for all game day personnel and events. Parent representative to school site and master board. Responsible for adhering to all school board policies.

REASON FOR LEAVING

Children aged out of program.

FROM (MM/DD/YY) 08/12/2002	TO (MM/DD/YY) 01/20/2006	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable) Resource Aid and Substitute Teacher	SUPERVISOR NAME
HOURS PER WEEK 20	COMPANY/STATE AGENCY NAME Eureka Union School District		SUPERVISOR PHONE NUMBER
TOTAL WORKED 3 years/5 months	ADDRESS 5455 Eureka Rd, Granite Bay, CA 95746		

DUTIES PERFORMED

Provided academic and behavior support to students with an Individual Education Plan. Made recommendations and developed customized, creative teaching tools and curriculum to support student's learning ability to meet student goals and meet IEP benchmarks. Updated Action Plans ongoing. Classroom and group management. Prepared data and reports for use for The Action Plan reporting, teachers and parents. Provided curriculum instruction as instructed.

REASON FOR LEAVING

Moved.

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FROM (MM/DD/YY) 01/27/1992	TO (MM/DD/YY) 07/28/1997	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable) Branch Manager/Account Representative	SUPERVISOR NAME Pete Margarita
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HOURS PER WEEK 40	COMPANY/STATE AGENCY NAME Olsten Staffing Company	SUPERVISOR PHONE NUMBER
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TOTAL WORKED 5 years/6 months	ADDRESS Sacramento & Walnut Creek
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DUTIES PERFORMED

Managed the operations, sales, profitability and employees of staffing branches. Managed all aspects of the branch budget. Processed weekly payroll. Exceeded branch profitability and customer base goals annually. Developed and implemented business and marketing plans to increase sales and profitability. Maintained an "Excellent" rating in customer satisfaction. Prepared and executed workshops for skill improvement. Recruited, identified and interviewed candidates for high volume temporary and full-time placement requisitions. New employee orientation and training. Adhered to high ethical standards, and comply with all regulations/applicable laws.

REASON FOR LEAVING
Family.

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
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HOURS PER WEEK	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
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TOTAL WORKED	ADDRESS
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DUTIES PERFORMED

REASON FOR LEAVING

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FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			

CalHR Privacy Notice on Information Collection

The California Department of Human Resources (CalHR) is committed to the privacy of your personal information. The information requested on this form may include personal information. Under the Information Practice Act of 1977, California Civil Code section 1798.17, agencies/departments that use this form to collect personal information from individuals are required to provide a privacy notice with this form. For more information, you may wish to contact the appointing authority at which you are applying to receive information regarding that appointing authority's privacy policy, and privacy notice on information collection.

Legal Authority for Collection and Use of Information

CalHR is requesting the information specified on this form pursuant to Government Code sections 8310.5, 11019.11, 12946, 18720, 18720.1, 19233, 19234, 19705, 19790, 19792(h) and the California Code of Regulations, Title 2, sections 599.980, 11013(b).

The information collected will be used for scheduling examinations, determining your eligibility for state civil service, and contacting you. Information will also be used for statistical and analytic purposes, audit purposes and may be disclosed to the appointing authority to which you apply.

Individuals should not provide personal information that is not requested or required.

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested, CalHR will not be able to determine your eligibility for state civil service employment.

Disclosure and Sharing

CalHR does not, under any circumstance, sell your electronically collected personal information. In addition, Government Code section 11015.5 (6) prohibits CalHR and all state agencies from distributing or selling any electronically collected personal information, as defined above, about users to any third party without the written permission of the user. Any distribution of electronically collected personal information will be used solely for its intended use. However, we may share your personal information under the following circumstances:

1. To other state departments and third party vendors for administering our human resource responsibilities as required by law;
2. You give us permission and we have your consent; and/or
3. We may release information to a party with a legal authority, such as a subpoena.

Department Privacy Policy

The information collected by CalHR is subject to the limitations in the Information Practices Act of 1977 and state policy. For more information on how we care for your personal information, please read our Privacy Policy at <http://calhr.ca.gov/pages/privacy-policy.aspx>.

Access to Your Information

You can view your personal information through your CalCareer account. If you have questions regarding your CalCareer account, you may contact the CalHR Selection Division.

CalHR Selection Division
1515 S Street, Room, 500N
Sacramento, CA 95811
866-844-8671