

EDUCATION:

HIGH SCHOOL

NAME/ADDRESS OF SCHOOL _____

Diploma Certificate of Completion GED Other: _____ None, highest grade _____

Your name while attending school if different from the application: _____

COLLEGE, UNIVERSITY OR PROFESSIONAL SERVICE/CERTIFICATION

NAME OF SCHOOL	LOCATION	FROM	TO	MAJOR/MINOR	DEGREE

Your name while attending school if different from the application: _____

LICENSURE, REGISTRATION, CERTIFICATION

LICENSE, REGISTRATION OR CERTIFICATION NUMBER	DATE RECEIVED	EXP

Your name while attending school if different from the application: _____

EQUIPMENT OPERATION (enter years of usage)

Personal Computer Word Excel PowerPoint Outlook Quick Books Odyssey

Clericus Lexis Nexis West Law Word Perfect Photoshop Adobe

Other: _____

BACKGROUND INFORMATION

HAVE YOU EVER APPLIED FOR A JOB WITH THIS OFFICE IN THE PAST? Y N

If yes, please give the date of application and the position for which you applied.

HAVE YOU EVER BEEN EMPLOYED BY THIS OFFICE IN THE PAST? Y N

If yes, please give dates of employment and position held.

ARE ANY OF YOUR FAMILY MEMBERS EMPLOYED BY THE SIXTH JUDICIAL CIRCUIT?

Y N If yes, how are they related to you? _____

ARE YOU CURRENTLY INVOLVED IN ANY PERSONAL BUSINESS ENDEAVORS? Y N

If yes, please describe: _____

BACKGROUND INFORMATION, CONTINUED

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HAVE YOU EVER BEEN CONVICTED OF A CRIME, HAD ADJUDICATION OF A CRIME WITHHELD, PLED NOLO CONTENDERE TO A CRIME, OR ARE YOU NOW UNDER CHARGES FOR ANY OFFENSES AGAINST THE LAW? Y N (You may omit civil traffic infractions)

If yes, please explain: _____

ARE YOU OR ANY OF YOUR FAMILY NOW INVOLVED AS A PARTY, WITNESS, OR THROUGH ANY CONNECTION WITH ANY PROGRAM WITH THE SIXTH JUDICIAL CIRCUIT? Y N

If yes, please explain: _____

EXPERIENCE

Describe your work experience in detail, beginning with your current or most recent job. Use a separate block to describe each position. Include military service/rank and volunteer work. Indicate the number of employees supervised. Provide an explanation of any gaps in employment. If needed, attach additional sheets, using the same format as on the application. All other information in this section must be completed. Do not use "See Resume," as those responses will not be viewed.

1 Name of Present or Last Employer: _____

Address: _____

Your Job Title: _____ From: _____ To: _____

Hours Per Week: _____ Starting Annual Salary: _____ Ending Annual Salary: _____

Supervisor's Name: _____ Title: _____ Phone # _____

Duties and responsibilities:

Reason for leaving:

2 Name of Present or Last Employer: _____

Address: _____

Your Job Title: _____ From: _____ To: _____

Hours Per Week: _____ Starting Annual Salary: _____ Ending Annual Salary: _____

Supervisor's Name: _____ Title: _____ Phone # _____

Duties and responsibilities:

Reason for leaving:

EXPERIENCE, CONTINUED

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3 Name of Present or Last Employer: _____

Address: _____

Your Job Title: _____ From: _____ To: _____

Hours Per Week: _____ Starting Annual Salary: _____ Ending Annual Salary: _____

Supervisor's Name: _____ Title: _____ Phone # _____

Duties and responsibilities:

Reason for leaving:

4 Name of Present or Last Employer: _____

Address: _____

Your Job Title: _____ From: _____ To: _____

Hours Per Week: _____ Starting Annual Salary: _____ Ending Annual Salary: _____

Supervisor's Name: _____ Title: _____ Phone # _____

Duties and responsibilities:

Reason for leaving:

CERTIFICATION

I certify that answers given herein are true and complete. I understand that false or misleading information given in my application or interview(s), or omissions of any information requested, will be grounds for refusal to hire or, in the event employment has already been offered, may result in immediate termination. I understand also that if hired, I will be required to abide by all rules and regulations of the employer. I also hereby acknowledge that employment with the Sixth Judicial Circuit is not covered under any civil service system and all employees serve at the pleasure of the Appointing Authority and do not attain tenure rights. I understand that no person other than the Chief Judge of the Circuit or designee may change or alter this at-will employment status.

Signature of Applicant

Date

Equal Employment Opportunity Survey

Although the following information is not mandatory, it is requested to aid the Sixth Judicial Circuit in its commitment to Equal Employment Opportunity. This information will be detached from your application form. The Human Resources Office has adopted safeguards to insure that the records required are used solely for appropriate purposes with the HR Office, such as for monitoring diversity goals.

Social Security # _____ Position Applied For: _____

Date Applied: _____

Referral Source:

Newspaper (please specify) _____

Personal referral

Walk-in

Internal

School (please specify) _____

Internet (please specify) _____

Other (please specify) _____

Sex: Male Female Date of Birth: _____

Race (check only one. Definitions are listed below):

Hispanic or Latino

Asian

White

Native American or Alaska Native

Black or African American

Two or More Races

Native Hawaiian or Pacific Islander

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native American or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.