



STATE COURTS SYSTEM SIXTH JUDICIAL CIRCUIT

EMPLOYMENT APPLICATION

The Sixth Judicial Circuit is an Equal Opportunity Employer. The Court does not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.

Any person with a disability requiring reasonable accommodation to participate in the application/selection process should call (727) 453-7165 in advance.

Submit application to the following location or send via email to: SixthCircuitHR@jud6.org

**Criminal Justice Center
Administrative Office of the Courts
Human Resources 2nd Floor, H-wing
14250 – 49th St. N.,
Clearwater, FL 33762**

Note: this application must be completed in its entirety and signed if you wish to be considered for employment with the Sixth Judicial Circuit. Information submitted on the application is subject to verification. Use of this form is valid in application for Sixth Judicial Circuit positions only. (This application form is adapted from the State of Florida Application produced by the Florida Department of Management Services.)

POSITION APPLIED FOR

APPLICATION DATE

APPLICANT INFORMATION

Last Name _____ First Name _____ M.I. _____ Social Security Number _____

Mailing Address _____

Home Phone: _____ Cell Phone: _____

REFERENCES: _____ Phone # _____
_____ Phone # _____
_____ Phone # _____

EDUCATION:

HIGH SCHOOL	
NAME/ADDRESS OF SCHOOL	RECEIVED <input type="checkbox"/> Certificate of Completion <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Other <input type="checkbox"/> None, highest grade completed _____

Your name while attending school if different from the application:

COLLEGE, UNIVERSITY OR PROFESSIONAL SERVICE

NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH/YR)		CREDIT HOURS EARNED		MAJOR/MINOR COURSE OF STUDY	TYPE OF DEGREE EARNED
		FROM	TO	QTR	SEM		

Your name while attending school if different from the application:

BUSINESS, CORRESPONDENCE, TRADE, TECHNICAL, OR VOCATIONAL SCHOOL

NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH/YR)		CREDIT HOURS EARNED		MAJOR/MINOR COURSE OF STUDY	TYPE OF DEGREE EARNED
		FROM	TO	QTR	SEM		

Your name while attending school if different from the application:

LICENSURE, REGISTRATION, CERTIFICATION

EXAMPLES INCLUDE: Teacher's Certification, RN, PE, CPA, etc.

License, Registration or Certification Number	Date Received	Expiration

EQUIPMENT OPERATION

(Annotate the equipment you can operate and years of experience)

- Personal Computer _____
- Mainframe Terminal _____
- Audio Transcriber _____
- Photocopier _____
- Fax Machine _____
- Word Processing/Spreadsheet Programs: _____
- 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. (State your name at the time, if different from present name.) _____

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

If yes, please give the dates of employment and the position that you held. (State your name at the time, if different from present name.) _____

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

If yes, how are they related to you? _____

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? (You may omit parking violations and civil traffic infractions.) Y N

If yes, explain: _____

Answering yes to this question will not necessarily disqualify you from employment. Each case will be considered individually.

ARE YOU CURRENTLY INVOLVED IN ANY PERSONAL BUSINESS ENDEAVORS? (Examples: Rental property, Avon)

Y N If yes, please describe: _____

BACKGROUND INFORMATION, CONTINUED

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? (Examples: Guardian ad Litem or Foster Parent, etc) 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 (indicate rank) and volunteer work, if applicable. Indicate 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. Resumes are acceptable for the description of duties and responsibilities. **All other information in this section must be completed.**

1 Name of Present or Last Employer: _____

Address: _____

Your Job Title: _____

FROM: _____ HOURS PER WEEK: _____
 Month Day Year

TO: _____ ANNUAL SALARY: _____ / _____
 Month Day Year Starting Ending

Supervisor's Name: _____ Title: _____ Phone No. _____ / _____

May we contact your employer? Yes No

Your name while employed in this job if different from application: _____

Duties and responsibilities:

Reason for Leaving: _____

2 Name of Present or Last Employer: _____

Address: _____

Your Job Title: _____

FROM: _____ HOURS PER WEEK: _____
 Month Day Year

TO: _____ ANNUAL SALARY: _____ / _____
 Month Day Year Starting Ending

Supervisor's Name: _____ Title: _____ Phone No. _____ / _____

Your name while employed in this job if different from application: _____

Duties and responsibilities:

Reason for Leaving: _____

EXPERIENCE, CONTINUED

3 Name of Present or Last Employer: _____

Address: _____

Your Job Title: _____

FROM: _____
Month Day Year

HOURS PER WEEK: _____

TO: _____
Month Day Year

ANNUAL SALARY: _____/_____
Starting Ending

Supervisor's Name: _____ Title: _____ Phone No. _____/_____

Your name while employed in this job if different from application:

Duties and responsibilities:

Reason for Leaving:

4 Name of Present or Last Employer: _____

Address: _____

Your Job Title: _____

FROM: _____
Month Day Year

HOURS PER WEEK: _____

TO: _____
Month Day Year

ANNUAL SALARY: _____/_____
Starting Ending

Supervisor's Name: _____ Title: _____ Phone No. _____/_____

Your name while employed in this job if different from application:

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 the 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 may change or alter this at-will employment status.

Signature of Applicant

Date

EEO 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 Personnel Office has adopted safeguards to insure that the records required are used solely for appropriate purposes with the Office, such as for monitoring affirmative action goals.

Social Security #: _____ Position Applied For: _____

Date Applied: _____

- Referral Source: 1. Newspaper (please specify) _____
 2. Personal referral 3. Walk-in 4. Internal 5. School
 6. Internet (please specify) _____
 7. Other (please specify) _____

Sex : Male Female

Date of Birth: _____

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

- White Black Hispanic Asian or Pacific Islander
 American Indian or Alaska Native Other (Specify) _____

RACE/ETHNIC CATEGORIES

White (not of Hispanic origin) - includes Whites, Anglo-Saxons, Europeans and persons from Indo-European descent including Pakistani and East Indian.

Black (not of Hispanic origin) -includes persons of African descent as well as persons identified as Jamaican, Trinidadian and West Indian.

Hispanic (regardless of race) - includes Mexican-Americans; Chicanos; Latinos: and all persons from Puerto Rico, Cuba, Latin-America or Spanish descent.

Asian or Pacific Islander – includes Asian-Americans and persons of Japanese, Chinese, Korean or Filipino descent.