



# 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](mailto:SixthCircuitHR@jud6.org)

FAX: (727) 453-7166

**MAIL: Pinellas County 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. Applications must be completed, "See Resume" responses will not be considered.

POSITION APPLIED FOR	APPLICATION DATE

### APPLICANT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last 4 Social Security # \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

**REFERENCE:** \_\_\_\_\_ Phone # \_\_\_\_\_  
\_\_\_\_\_ Phone # \_\_\_\_\_  
\_\_\_\_\_ Phone # \_\_\_\_\_

# 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.

Last 4 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.