

APPLICATION FOR EMPLOYMENT

36th District Court
Human Resources Division
421 Madison Avenue, Suite 518
Detroit, Michigan 48226
(313) 965-3087

INSTRUCTIONS: Each question should be fully and accurately answered. Please print or type all information except for your signature on page 4. Each position applied for requires a separate application and résumé.

Position Applying for: _____

Applicant Information:

NAME (as it appears on Social Security Card): _____
Last First M.I.

MAILING ADDRESS: _____
Street City State Zip

TELEPHONE: (____) _____ (____) _____ (____) _____
Home Work Message

Are you 18 years old or older? no yes

Are you a citizen of the United States or are you legally authorized to work in the U.S.? no yes

Do you have any military experience related to the job you are applying for? no yes

If yes, please, explain _____

Have you ever been convicted of a crime? no yes

If yes, please state the crime you were convicted of, the date, location, nature and explain the facts surrounding the conviction. (Use an attachment sheet, if necessary.)

Are any of your relatives or friends employed by the 36th District Court? no yes

If yes, specify: _____
Name of Relative(s) Relationship of Relative(s)

If yes, specify: _____
Name of Friend(s)

Are any of your relatives or friends employed by an agency located within the 36th District Court? no yes

If yes, specify: _____
Name of Relative(s) Relationship of Relative(s)

If yes, specify: _____
Name of Friend(s)

EMPLOYMENT HISTORY:

Your work experience is an important factor in evaluating your qualifications. Please make certain that you provide complete and accurate information on previous job duties and levels responsibility. Account for all periods of time including related military and volunteer experience, as well as any periods of unemployment.

Present (or most recent) Employer: _____

Type of Business _____ Telephone No: (____) _____

Address: _____
Street City State Zip

Name of Supervisor: _____

May we contact this employer? yes no Employment dates: From _____ To _____

Job title and duties performed: _____

Reason(s) for leaving or seeking other employment : _____

Previous Employer: _____

Type of Business _____ Telephone No: (____) _____

Address: _____
Street City State Zip

Name of Supervisor: _____

May we contact this employer? yes no Employment dates: From _____ To _____

Job title and duties performed: _____

Reason(s) for leaving: _____

Previous Employer: _____

Type of Business _____ Telephone No: (____) _____

Address: _____
Street City State Zip

Name of Supervisor: _____

May we contact this employer? yes no Employment dates: From _____ To _____

Job title and duties performed: _____

Reason(s) for leaving: _____

EDUCATION

Name of High School: _____

Address: _____

Street

City

State

Zip

Diploma or G.E.D.

Name of College/University: _____

Address: _____

Street

City

State

Zip

Was a Degree or Certificate Awarded: yes no If yes, answer the following:

Name of Certificate Awarded: _____

Name of Degree Awarded: Associates Bachelors Masters

Program/Major: _____

If a Degree/Certificate not awarded, are you currently enrolled? yes no

Name of Technical /Trade School: _____

Address: _____

Street

City

State

Zip

Was a Certificate or License Awarded: yes no If yes, please answer the following:

Type of Certificate/License: _____

Special Skills:

Typing: yes no WPM _____

Shorthand: yes no WPM _____

Computers: yes no If yes, technical/systems/networking/programming/software: _____

Telecommunication: yes no If yes, list the type of equipment you have used: _____

Human Resources: yes no If yes, list the HR systems you have used:

HR Perspective/E-Time Other _____

Additional Information that might qualify you for this position: _____

EQUAL OPPORTUNITY POLICY

The 36th District Court is committed to the concept of equal employment as an essential element in its basic personnel and administrative policy. This commitment shall be supported by positive, practical efforts to work continually toward improving recruitment, selection, employment, development and promotional opportunities for all employees. As the employer, 36th District Court affirms its determination to oppose discriminatory practices prohibited by law in all areas.

CERTIFICATION & RELEASE

I certify that all statements made in this application are true and complete. I authorize 36th District Court to investigate all statements made as a part of this application and to secure any necessary information from all prior employers, references, academic institutions, law enforcement agencies, other persons and entities, and public records. I hereby release all such persons, entities, employers, references, institutions, agencies and the 36th District Court from any and all liability arising from their giving or receiving information about my employment history, academic credentials, qualifications, reputation, driving record and criminal record. A photocopy of this release can be used for all purposes.

I understand that any false answers or misleading statements as well as misrepresentations by omission made by me as part of my application, will be sufficient for rejection of my application or for my immediate discharge should one be discovered after I am employed.

Signature

Date

TO ALL APPLICANTS:

The information requested is needed to comply with state and federal laws and regulations. The information will be used for statistical purposes only and will not be used as a part of the hiring process. Submission of this information is strictly voluntary and refusal to provide it will not subject you to any adverse treatment.

Ethnic Information:

- American Indian or Alaskan Native*
- Asian or Pacific Asian*
- Black/African American*
- Hispanic/Latino*
- White/Caucasian*

Sex: *Male* *Female*

Handicap/Disability: *Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation?* *yes* *no* *If yes, what accommodations?* _____

How did you first learn of this job opportunity:

- Walk-in*
- Job Posting*
- Friend*
- Employment Agency*
- Internet: which site?* _____
- Newspaper: which one?* _____
- Other:* _____