

# APPLICATION FOR EMPLOYMENT

## 36th District Court

Human Resources Department  
421 Madison, Suite 517  
Detroit, Michigan 48226  
(313) 965-3085

**INSTRUCTIONS:** Each question must be fully and accurately answered. Please print or type all information.

Please attach your résumés and application in an email when applying for the position. You must indicate the title of the position you are applying for in the subject line of your email.

**INCOMPLETE OR ILLEGIBLE APPLICATIONS AND RÉSUMÉS WILL NOT BE CONSIDERED.**

Position Applying for: \_\_\_\_\_

### Applicant Information:

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

(All other names you have used) \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
Street City State Zip

**TELEPHONE:** (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Cell Home Work

Are you 18 years old or older?  yes  no

Are you a citizen of the United States?  yes  no If no, answer the following question.

If you are not a citizen of the United States, are you legally authorized to work in the U.S.?  yes  no

Military Status: \_\_\_\_\_ Service Dates: \_\_\_\_\_  N/A

Have you ever been convicted\* of a misdemeanor or felony?  yes  no

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.)

\* Conviction of a crime is not an automatic disqualification of consideration of your application.

Pursuant to Michigan Supreme Court Administrative Order 2016-5, court employees must report the absence or existence of any familial relationships as defined in the Order. The Order defines "relative" as spouse, child, parent, brother, sister, grandparent, grandchild, first cousin, uncle, aunt, niece, nephew, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law and father-in-law, whether natural, adopted, step or foster.

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

If yes, specify: \_\_\_\_\_

**EMPLOYMENT HISTORY: MUST COMPLETE APPLICATION IN ENTIRETY**

*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 of responsibility. (Using "See Resume" is insufficient)*

1. Present (or most recent) Employer: \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Name of Supervisor: \_\_\_\_\_ Current /Final Salary \_\_\_\_\_

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

Job title and duties performed:

Reason(s) for leaving: \_\_\_\_\_

2. Previous Employer: \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Name of Supervisor: \_\_\_\_\_ Final Salary: \_\_\_\_\_

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

Job title and duties performed:

Reason(s) for leaving: \_\_\_\_\_

3. Previous Employer: \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Name of Supervisor: \_\_\_\_\_ Final Salary: \_\_\_\_\_

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

Job title and duties performed:

Reason(s) for leaving: \_\_\_\_\_

**EDUCATION: MUST COMPLETE APPLICATION IN ENTIRETY**

Name of High School: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip  
 Diploma or  G.E.D.  Did Not Graduate

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 \_\_\_\_\_

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

**Optional:**

Additional information that you would like to share as it relates to your skills and abilities, etc., associated with this position:

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*How did you first learn of this job opportunity:*

- Walk-in*
- 36th District Court Employee*
- Friend/Relative*
- Employment Agency*
- Internet: which site?* \_\_\_\_\_
- Newspaper: which one?* \_\_\_\_\_
- Other:* \_\_\_\_\_

**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**