

APPLICATION FOR EMPLOYMENT

36th District Court
Human Resources Department
421 Madison Street, Suite 517
Detroit, Michigan 48226
(313) 965-3085

INSTRUCTIONS: Each question must 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. 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: (____) _____ (____) _____ (____) _____
Home Work Cell Phone

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 crime, including but not limited to 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 1996-11, 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: _____
Name of Relative Familial Relationship

If yes, specify: _____
Name of Relative Familial Relationship

EMPLOYMENT HISTORY: MUST COMPLETE APPLICATION IN ITS 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 ITS 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