

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.

To begin, 1) Download pdf to your device, 2) Open the downloaded pdf in adobe or other pdf readers, 3) Complete the application, 4) Save document to your device, 5) Submit the completed application using the button, Email to Human Resources, on the last page of this application or Manually email the saved and completed application on your device to Recruitment@36thdistrictcourt.org

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 Thirty-Sixth District Court is an equal opportunity employer. Employment selection and all other employment decisions are made without regard to race, color, religion, national origin, sex, disability or handicap, age, height, weight, veteran status, marital status, or any other reason prohibited by law.

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 email the completed and saved application to Human Resources either:
Submit the completed application using the button above, Email to Human Resources
or
Manually email the saved and completed application to Recruitment@36thdistrictcourt.org

Please attach your résumés and application in the 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.