



APPLICATION FOR EMPLOYMENT

State of Michigan 50th District Court

70 N. Saginaw Street
PONTIAC, MICHIGAN 48342



INSTRUCTIONS: Type or print in ink. Complete all questions, even if you enclose a resume. Extra pages may be attached if you need them. If required in the Job Announcement, please provide proof of education or certifications.

POSITION APPLIED FOR:	REFERRAL SOURCE:
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LAST NAME		FIRST NAME		MIDDLE INITIAL
PREVIOUSLY USED NAME	SOCIAL SECURITY NUMBER		Note: Completion of your social security number is optional. Failure to submit social security number on this form will not prohibit employment consideration.	
ADDRESS		CITY	STATE	ZIP
HOME PHONE	ALTERNATE PHONE		E-MAIL ADDRESS	
PREVIOUS ADDRESS		PREVIOUS CITY	PREVIOUS STATE	PREVIOUS ZIP
DO YOU HAVE A VALID OPERATORS LICENSE?		YES <input type="checkbox"/> NO <input type="checkbox"/>	LICENSE NUMBER	STATE
CLASS/TYPE				

CHECK ONE BOX FOR EACH QUESTION	YES	NO		YES	NO
Are you a United States citizen?	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted of a felony? (A YES answer does not automatically disqualify you). If so, please indicate the location, offense, date and disposition below.	<input type="checkbox"/>	<input type="checkbox"/>
If not, are you legally authorized to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
If under 18, can you provide a work permit?	<input type="checkbox"/>	<input type="checkbox"/>			
Have you ever been employed by the 50 th District Court? If yes, indicate the position, dates of employment and reason for separation below.	<input type="checkbox"/>	<input type="checkbox"/>	Are felony charges currently pending against you? If so, please state the charge, date and location below. Answering this question does not automatically disqualify you from being hired.	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives currently employed by the 50 th District Court? If yes, please list name, title and relationship below.	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever served in the Armed Forces? If yes, list branch, dates of service and type of discharge below.	<input type="checkbox"/>	<input type="checkbox"/>

EDUCATION				
	Name/Location	# of Years Completed	Diploma / Degree	Courses of Study
High School				
College				
Other				

PRELIMINARY REQUIREMENTS

Explain how you meet the preliminary requirements listed in the job posting. Include any training and skills (such as other languages spoken) you have that may be useful for the job in which you are applying. Be specific.

EMPLOYMENT EXPERIENCE

Include all positions held within the last 10 years. Attach additional pages if needed.

Employer Name/Address	Telephone
Position Held	Dates of Employment
	From To
Duties	Salary
	Start Last
Name and Title of Supervisor	Reason for Leaving
May we contact your current employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Employer Name/Address	Telephone
Position Held	Dates of Employment
	From To
Duties	Salary
	Start Last
Name and Title of Supervisor	Reason for Leaving

Employer Name/Address	Telephone
Position Held	Dates of Employment
	From To
Duties	Salary
	Start Last
Name and Title of Supervisor	Reason for Leaving

REFERENCES

List two personal references who have knowledge of your work ethic, experience, and ability. (Do not include relatives, former or present employers.)

Name	Address	Telephone # (Incl. Area Code)	Occupation

Read Carefully and Sign

I hereby certify that the information provided in this application and any attachments is true and complete. I further understand and agree that any misrepresentation, falsification or omissions may disqualify me from further consideration for employment and may result in discipline or dismissal from employment if discovered at a later date.

I authorize the 50th District Court to investigate all statements contained in this application, including disciplinary records of any current or former employers, police departments, and other references or sources concerning me. I authorize all such former employers, references and sources to release this information, and I release from all liability and responsibility all persons, companies or corporations supplying such legal information. I waive any right to written notice of the release of such records and legal information.

Should I receive a conditional offer of employment, I agree to submit to a physical or psychological examination and drug screen if requested and understand that any offer of employment is contingent upon the results of the physical/psychologist examination and drug screen, as well as successful completion of a background investigation.

Signature _____

Date _____

