



**EMPLOYMENT HISTORY**

List below present and past employment, beginning with the most recent. If your title or duties changed significantly in the course of your service with an employer, indicate such changes clearly as a separate employment. Include any military service, indicating the rank you attained and your specialty. Significant, long-term volunteer work may also be included. A resume may not be used as a substitute for completing this section.

1. Name and address of employer: \_\_\_\_\_  
\_\_\_\_\_

Type of business: \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?    \_\_\_\_\_ Yes                      \_\_\_\_\_ No

2. Name and address of employer: \_\_\_\_\_  
\_\_\_\_\_

Type of business: \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?    \_\_\_\_\_ Yes                      \_\_\_\_\_ No

3. Name and address of employer: \_\_\_\_\_

\_\_\_\_\_

Type of business: \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Your duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Name and address of employer: \_\_\_\_\_

\_\_\_\_\_

Type of business: \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Your duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

**EDUCATION**

	Name & Address of School	Course of Study or Major	Years Completed	List Diploma or Degree Received and Year
High School				
College				
College				
Other (specify)				

**TRAINING AND OTHER QUALIFICATIONS**

If you have received training, other than in an academic setting already listed above, that is relevant to the position for which you are applying, list this information in the area below or on a separate sheet and attach it to this application. Be sure to include the type of training, subjects covered in the training, the organization that provided the training, and the length of the training.

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List any additional information or special qualifications you have for the position for which you are applying. Include special machines or equipment you operate, hobbies or life experiences from which you have gained relevant skills, or other information that you want to be considered.

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**MISCELLANEOUS**

The following information will be used only if it is directly related to the position for which you are applying.

	Yes	No
1. Do you have a valid Ohio driver's license?	_____	_____
2. If necessary, can you supply your own transportation for work use?	_____	_____
3. Can you perform all the required tasks/duties as described in the job description?	_____	_____
4. Are you able to work during the hours required for the position for which you are applying?	_____	_____
5. Is English your primary language?	_____	_____
6. Are you proficient in any language other than English?	_____	_____
7. Have you ever been employed by a court system ?	_____	_____
8. Have you ever been convicted of any felony?	_____	_____
9. Have you ever been convicted of, paid a ticket or forfeited a bond on any misdemeanor, criminal or traffic offense?	_____	_____
10. Do you have any commitments to another employer or personal activity that might affect or cause a conflict of interest with employment with this court?	_____	_____
11. Are you related by blood or marriage, up to and including second cousin to a judge or an employee of this court?	_____	_____
12. As an employee of this court, you may have access to probation and criminal records. Do you have any close relatives, friends, or anyone with whom you live that is currently facing criminal or traffic charges, or is on parole or probation, with any court in Franklin County?	_____	_____

If you answered "No" to questions 1, 2, 3, 4, or 5, or if you answered "Yes" to questions 6, 7, 8, 9, 10, 11, or 12 explain fully below, indicating by number the question to which you are responding. Attach an additional sheet if necessary. A "yes" or a "no" answer to any of the above questions does not automatically disqualify you from employment with this court.

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**PROFESSIONAL REFERENCES**

1. Name \_\_\_\_\_ Occupation \_\_\_\_\_

Company Name & Address \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

2. Name \_\_\_\_\_ Occupation \_\_\_\_\_

Company Name & Address \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

3. Name \_\_\_\_\_ Occupation \_\_\_\_\_

Company Name & Address \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

**CHECK YOUR APPLICATION AND READ THE FOLLOWING STATEMENTS CAREFULLY.**

If at any time during the course of your employment, an investigation of the Court, or of a judge or employee of the Court takes place, you could be asked to assist in the investigation, including taking a polygraph (lie detector) test. If you are asked, you have the right to refuse to assist in an investigation because information you provide could be used against you if criminal charges against you result from the investigation. However, if you are asked but refuse to assist in an investigation, your refusal will be grounds for immediate termination.

By my signature below, I affirm that the statements made in this application are complete and accurate. I understand that any false or misleading statement on this application may result in my dismissal, if I am hired, subject me to criminal prosecution, or both.

I authorize the Franklin County Municipal Court to verify the information in this application, including conducting an investigation of my personal or employment history (including contacting former employers and supervisors), education, criminal and traffic records, or credit history through any investigative agencies of its choice. I hereby waive all provisions of law forbidding schools or colleges that I attended, or any past employers from disclosing any knowledge or information relevant to my employment and hereby consent that they may disclose such knowledge or information to this court.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Signature

**Franklin County Municipal Court  
Court Administration  
375 South High Street, 10<sup>th</sup> Floor  
Columbus, Ohio 43215  
614-645-8214**

**AUTHORIZATION TO VERIFY RECORDS**

I have applied for employment with the Franklin County Municipal Court and have completed the Court's application form. As a part of the screening process, I authorize the Franklin County Municipal Court to verify the information in this application, including conducting an investigation of my personal or employment history (including contacting former employers and supervisors), education, criminal and traffic records, or credit history through any investigative agencies of its choice.

I hereby waive all provisions of law forbidding schools or colleges that I attended, or any past employers from disclosing any knowledge or information relevant to my employment and hereby consent that they may disclose such knowledge or information to this court.

I hereby waive any statutory rights with respect to privacy in regard to information provided by academic institutions that I attended or in regard to past employers whom I have served, and I hereby consent to the disclosure of such information to this Court or to any of the agencies engaged by the Court for this purpose.

I further understand that information obtained is for the purpose of evaluating my suitability for employment with the Court, and that such information will become a part of the Court's personnel records, which are public records to the extent required by law.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Applicant's Name (printed) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State \_\_\_\_\_