

**APPLICATION FOR EMPLOYMENT
61ST DISTRICT COURT
AN EQUAL OPPORTUNITY EMPLOYER**

Kent County Courthouse,
180 Ottawa NW, Suite 3200A,
Grand Rapids, MI 49503-2751
(616)632-5600

Interview:	
Date: _____	Time: _____

Date: _____ **Position:** _____
Full Time: _____ **Part Time:** _____ **Date Available:** _____

Employment applications will be kept active for thirty (30) days from date submitted. Incomplete applications will not be considered. Other pertinent information may be attached.

Name: _____ **Social Security No.:** _____
Last First Middle Initial

Address: _____ **Home Ph.:** _____ **Work Ph.:** _____
Street Address City State Zip

GENERAL INFORMATION

If you answer "YES: to any of questions 1 through 6, please explain below.

- | | | |
|---|------------------------------|-----------------------------|
| 1. Have you ever worked for this court or funding unit? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Have you ever used any other names for employment? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Do you have any impairments, physical, mental or medical which would interfere with your ability to do the job for which you have applied? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Have you ever been convicted of a crime or do you have any felony charges pending against you? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Do you have any relatives, other than a spouse, already employed by the Court? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Have you ever served in the Armed Forces? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Explanation: _____

- Are you 18 years or older?
- Are you a citizen of the United States?
- If you answer "NO" to this question, do you have the legal right to remain permanently in the United States?

EDUCATION/TRAINING

Name/Location	Years Completed/Date	Graduated	
High School: _____		Yes <input type="checkbox"/>	No <input type="checkbox"/>
College/University: _____		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other Education: _____		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Area of Study: _____			

Type Speed: _____ wpm **Speedwriting/Shorthand:** _____ wpm **Data entry Experience?** Yes No

Foreign Languages Fluently Spoken/Written: _____

Office Equipment Operated: _____

List any other information you would like the Court to know: _____

EMPLOYMENT HISTORY

Please begin with the last employer and list all jobs held.

Name/Complete Address	Job Duties	From/To	Reason for Leaving	Salary
1. _____ _____ _____ Supervisor: _____ Phone: _____				
2. _____ _____ _____ Supervisor: _____ Phone: _____				
3. _____ _____ _____ Supervisor: _____ Phone: _____				

REFERENCES

List personal or business references other than prior Employers and Relatives.

Name/Complete Address	Occupation	Telephone No.	Relationship
1. _____			
2. _____			
3. _____			
4. _____			

What caused you to apply for a job with the 61st District Court?

May we contact your employers, schools, and references listed? Yes No

I hereby represent that each answer to a question herein and all other information otherwise furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or information relates. I understand that any incorrect, incomplete or false statements may void this application or subject me to discharge. I further authorize 61st District Court to conduct a routine inquiry with prior employers, schools, and references during the processing of my application in order to provide information necessary to determine my employability and to disclose the contents of my file to individuals/employers granted access by me. Beginning June 25, 1990, a handicapper needing accommodations for employment must notify the employer in writing, within 182 days after the need is known.

Signature of Applicant: _____ Date: _____