

MONTGOMERY COUNTY COMMON PLEAS COURT JUVENILE COURT

Court Administration
380 W. Second St.
Dayton, OH 45422
Phone - 496-7707, FAX- 496-6857



APPLICATION FOR EMPLOYMENT

Print Clearly. Use blue or black ink. Press firmly and answer all questions.

1. Name: _____

Last	First	Middle
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2. Address: _____

Street	City	County	State	Zip
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3. Telephone Number: Home: _____ Alternate _____
4. Position (s) applying for: (1) _____ (2) _____ (3) _____
5. When would you be available if offered a position? _____
6. Are you applying for: Regular, full-time employment _____ Part-time employment _____
Temporary employment _____ Seasonal employment _____ Intermittent employment _____
7. Have you worked for Montgomery County, the State of Ohio, or any political subdivision before?
Yes _____ No _____ If yes, when? _____ Which department? _____
8. Do you have any relatives currently employed by Montgomery County? Yes _____ No _____
If yes, what department? _____
9. Are you 18 or over? Yes _____ No _____
10. Whom shall we contact in case of an emergency? Name: _____
Address: _____ Phone #: _____
11. Are you capable of performing the material & substantial duties of the position (s) that you are applying for with or without reasonable accommodation? Yes _____ No _____
12. Do you meet the minimum qualifications for the position (s) for which you are applying? _____
13. Have you ever been convicted of a crime for the violation of any law except minor traffic violations?
Yes _____ No _____ If yes, give the following information:

Date	Conviction	Place	Current Status

PLEASE NOTE: Convictions are not an automatic bar to employment. Each case is considered on its own merit.

14. EMPLOYMENT HISTORY

Account for ALL TIMES for the past TEN years, including periods of unemployment. INDICATE NAME USED IF OTHER THAN SIGNATURE ON THIS APPLICATION. Begin with PRESENT position or occupation. In addition, list any other RELEVANT experience PRIOR to the last 10 years. (If you need more room, use a separate sheet of paper.) A resume is both welcomed and urged in addition to completion of this application. It will become an official part of the application, but may not be substituted for any part of this application.

A. Employer Name: _____ Salary: _____ Per: _____

Employer Address: _____
Street City State Zip Code

Supervisor's Name: _____ Telephone Number: _____

Your Title: _____ Dates employed (mo/yr): From: _____ To: _____

Your Duties: _____

Reason for leaving: _____

May we contact? Yes _____ No _____

B. Employer Name: _____ Salary: _____ Per: _____

Employer Address: _____
Street City State Zip Code

Supervisor's Name: _____ Telephone Number: _____

Your Title: _____ Dates employed (mo/yr): From: _____ To: _____

Your Duties: _____

Reason for leaving: _____

May we contact? Yes _____ No _____

C. Employer Name: _____ Salary: _____ Per: _____

Employer Address: _____
Street City State Zip Code

Supervisor's Name: _____ Telephone Number: _____

Your Title: _____ Dates employed (mo/yr): From: _____ To: _____

Your Duties: _____

Reason for leaving: _____

May we contact? Yes _____ No _____

MILITARY SERVICE INFORMATION

Branch of Service: _____

Highest Rank Achieved: _____

Job Title: _____ Duties: _____

Total Length of Service Time: _____ Reserve or National Guard Status: _____

15. **COMPUTER SKILLS:**

Proficiency Level: Basic _____ Intermediate _____ Advanced _____ WPM Typed _____

Word Processing Software: _____

Other PC Applications: _____

16. List any professional licensure (s) or certification (s).

Type: _____ State: _____ Number: _____

Type: _____ State: _____ Number: _____

17. Do you have a valid drivers license? Yes _____ No _____ State _____

18. Social Security Number: _____

19. **EDUCATION**

High School Attended _____ Grade Completed: 7 8 9 10 11 12

City/State _____ Graduated or GED? _____

Are you currently enrolled in school _____ Part-time _____ Full-time _____

Name of Institution

	Years Attended	Number of Years completed	Did You Graduate?	Course of Study	Give types of degree, credits earned, or other documents awarded.
College _____ (undergraduate) _____ City _____ State _____					
College _____ (graduate) _____ City _____ State _____					
College _____ (Other) _____ City _____ State _____					

20. **REFERENCES:** Use professional references only, do not use relatives.

1. Name & Title: _____

2. Name & Title: _____

Business or Home Address: _____

Business or Home Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

3. Name & Title: _____

4. Name & Title: _____

Business or Home Address: _____

Business or Home Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

21. Please explain any additional knowledge, skills, or abilities which may be of a qualifying nature or helpful in establishing your eligibility. Include projects, hobbies, community or volunteer activities, etc.

22. **READ CAREFULLY BEFORE SIGNING:**

I agree that any claim or lawsuit relating to my service, if hired, with Montgomery County Juvenile Court must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary. If hired, this becomes part of your official employment record. I understand that excellent attendance is an essential duty of any job I may be hired for.

I the undersigned have read and understand the above statement.

Signature

Date

23. PLEASE NOTE: Montgomery County hires only United State citizens and aliens lawfully authorized to work in the United States. Verification of identity and work authorization will be required if hired as a condition of employment. All positions, because of the nature of the work, require pre-employment drug/alcohol screening tests and/or periodic physical examination.

ATTENTION: READ THE FOLLOWING STATEMENTS BEFORE SIGNING THIS DOCUMENT

As an applicant for employment with the Common Pleas Court of Montgomery County, Juvenile Division, I understand and agree that the County may make a thorough investigation of my past employment and activities. (This may include, but not be limited to, a motor vehicle operator and police record investigations.) I hereby release you, your organization or others from any liability or damages, which may result from the exchange of the information requested. I also certify that all statements contained herein or at any step of the employment process are true, complete and correct to the best of my knowledge. I understand a false answer or material omissions may be grounds for dismissal from employment with Montgomery County.

Signature

Date