

# MONTGOMERY COUNTY COMMON PLEAS COURT JUVENILE COURT

Court Administration  
380 W. Second St.  
Dayton, OH 45422  
937-225-5072



## APPLICATION FOR EMPLOYMENT

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

1. Name: \_\_\_\_\_  

Last
First
Middle
2. Address: \_\_\_\_\_  

Street
City
County
State
Zip
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 \_\_\_\_\_

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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 \_\_\_\_\_

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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 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