

Application For Employment

51st District Court

5100 Civic Center Drive, Waterford MI 48329

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status and in compliance with state and federal regulations on handicappers civil rights. Under the Michigan handicappers' Civil Rights Act, a handicapper may allege a violation of the Act regarding the failure to accommodate only if the handicapper notifies the employer in writing of the need for accommodation with 182 days after the date the handicapper knew or reasonably should have known that an accommodation was needed.

PLEASE PRINT OR TYPE

Position(s) Applied For: _____

Name: _____
(Last) (First) (Middle)

Address: _____
(Number) (Street) (City) (State) (Zip)

Telephone: (____) _____ Social Security No: _____

Have you filed an application with the 51st District Court or the Charter Township of Waterford previously? ____
____ No.

Were you ever employed by the 51st District Court or the Charter Township of Waterford previously?
____ Yes ____ No.

Are you employed now? ____ Yes ____ No. May we contact your employer? ____ Yes ____ No.

What prompted you to seek employment with the 51st District Court?

Driver's License No. _____ Chauffeur License No. _____

Commercial Driver' License (CDL) No. _____

Types of CDL Endorsements: _____

List Traffic Citations for Last Five Years: _____

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Have you ever been convicted of a Felony? _____ Yes _____ No

EDUCATION AND TRAINING

	Elementary	High School or Equivalent	College or University	Other
Name of School	NA			
Circle Highest Year Completed:	4 5 6 7 8	8 9 10 11 12	1 2 3 4	1 2 3 4
Degree Received:	NA	NA		
Describe Course of Study:	NA			

School Activities,
Honors or Accomplishments:

Apprenticeship (s),
Specialized Training,
Skills:

Licenses,
Certifications, Etc.:

Training & Experience:

Typing Speed _____ W.P.M.

Shorthand Speed _____ W.P.M.

Computers (Include Software) _____

Equipment or Machines: _____

Hand Tools: _____

Other: _____

List professional, trade, business or civic activities and offices held. (Exclude those which indicate race, color, religion, sex, national origin or political affiliation): _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments.

(1) <u>Employer:</u>	<u>Dates Employed:</u> From: To:	<u>Job Duties</u>
<u>Address:</u>	<u>Hourly Rate/Salary</u> Starting: _____ Final: _____	
<u>Telephone :</u>		
<u>Supervisor:</u>		
<u>Reason for Leaving:</u>		
(2) <u>Employer:</u>	<u>Dates Employed:</u> From: To:	<u>Job Duties</u>
<u>Address:</u>	<u>Hourly Rate/Salary</u> Starting: _____ Final: _____	
<u>Telephone :</u>		
<u>Supervisor:</u>		
<u>Reason for Leaving:</u>		
(3) <u>Employer:</u>	<u>Dates Employed:</u> From: To:	<u>Job Duties</u>
<u>Address:</u>	<u>Hourly Rate/Salary</u> Starting: _____ Final: _____	
<u>Telephone :</u>		
<u>Supervisor:</u>		

<u>Reason for Leaving:</u>	

(4) <u>Employer:</u>	<u>Dates Employed:</u> From: To:	<u>Job Duties</u>
<u>Address:</u>	<u>Hourly Rate/Salary</u> Starting: _____ Final: _____	
<u>Telephone :</u>		
<u>Supervisor:</u>		
<u>Reason for Leaving:</u>		

Annual average number of days **ABSENT** with above employers: _____

Reason(s) ? : _____

MILITARY / DRAFT STATUS:

Presently registered for the draft ? ____ Yes ____ No Registration No.: _____

Veteran of U.S. Military Service ? ____ Yes ____ No - Date Inducted: _____

Branch of Service: _____ Highest Rank Attained: _____

I certify that the information furnished on this application and supplements thereof is complete and accurate to the best of my knowledge. I understand that my furnishing of any false information on this or any Court record is reason for disqualification as a candidate for employment or cause for termination if I am employed.

In the event I am employed by the 51st District Court, I agree to comply with all of its orders, rules and regulations.

I authorize the 51st District Court to verify and investigate my background, including but not necessarily limited to employment, education, criminal record and related areas. I authorize former employers, educational institutions, references and all sources of information on my background to release information regarding me.

Signature of Applicant

Date

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Interviewer and/or References Comments: _____

Fair Credit Reporting Act Disclosure & Authorization Form

I understand that, as a condition of my consideration for employment with the 51st District Court ("Court") and as a condition of my continued employment with the Court, the Court may obtain a consumer report that indicates, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, driving records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to the Court's procurement of such a report. I understand that, pursuant to the federal Fair Credit Reporting Act, the Court will provide me with a copy of any such report if the information in such report is, in anyway, to be used in making a decision regarding my fitness for employment with the Court. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

Signature of Applicant

Date

Printed Name of Applicant