

Application for Employment

46th District Court

26000 Evergreen Road, PO Box 2055, Southfield, MI 48076

Phone 248-796-5800 Fax 248-796-5805

The 46th District Court is an equal-opportunity employer and shall consider all qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, height, weight, marital status, familial status, veteran status, disability, or any other protected category. We provide reasonable accommodation for qualified individuals with a disability, if requested.

Type or print in black ink. You are required to answer all questions completely, even if you enclose a resume. Extra pages may be attached, if you need them. You are responsible for complying with any application deadlines. This form may be turned in to the 46th District Court or mailed to the above address.

Position applied for _____ Date _____

Name _____
Last First Middle

Address _____
Street City County State Zip Code

Telephone (_____) _____ (_____) _____ (_____) _____
Home Work Other contact name and number

Driver License No. _____ Social Security No. _____

Are you 18 years of age or older? Yes No

Education and Training

	High School	Vocational/Technical	College	Graduate
School Name, City, State				
Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of credit hours earned	n/a	n/a		
Degree/Certificate	n/a			
Major/Minor	n/a	n/a		

Describe any specialized training, apprenticeships, internships, skills, licenses, certificates and extracurricular activities that pertain to the position for which you are applying:

List professional, trade, business group memberships and offices held and volunteer work. Exclude the name and character of groups which indicate race, color, sex, religion, national origin, age, height, weight, marital status, familial status, veteran status, handicap, or any other protected class:

Employment History

Start with present or most recent job and list all previous employers. Be sure you have not omitted any employment positions, regardless of duration and nature. Use additional paper, if necessary.

Employer	Dates		Hourly Rate/Salary	
	From	To	Start	Final
Address & Telephone				
Job Title	Supervisor			
Reason(s) for Leaving				
Work Performed				

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	From	To	Start	Final
Address & Telephone				
Job Title	Supervisor			
Reason(s) for Leaving				
Work Performed				

Answer all questions in this section. Questions in this section may be job related or required by state or federal laws. Your answers will not be considered, unless the information is related to the job for which you are applying.

Yes No

Are you aware that successful applicants for employment will be required to provide documents that establish that they may lawfully work in this country?		
Are you a resident of the City of Southfield?		
Are you able to perform the essential functions of the job for which you are applying, with or without accommodation? (We will provide reasonable accommodation to qualified individuals with a disability, upon request, as required by law.)		
Are you currently working?		
Are you on lay off?		
If yes, from where?		
Are you on lay off, are you subject to recall?		
If yes, from where?		
Have you ever been fired or asked to resign?		
If yes, give date(s), where you worked and explanation:		
Do you have any pending criminal charges against you?		
If yes, completely describe, including location(s) and date(s):		
Have you ever been <u>convicted</u> of a crime(s) other than a minor traffic violation? (A yes answer does not automatically disqualify you.)		
If yes, completely describe, including location(s) and date(s):		
Has your driver's license ever been suspended or revoked?		
If yes, completely describe, including location(s) and date(s):		
Is any additional information, like a prior name you have had, necessary to check your work record?		
If yes, please explain:		
Have you ever applied for a job with the 46th District Court or the City of Southfield?		
If yes: _____		
Position	Department	Dates
Are you on any current eligibility lists for positions with the 46th District Court or the City of Southfield?		
If yes: _____		
Position	Department	Dates
Have you ever been employed by the 46th District Court or the City of Southfield?		
If yes: _____		
Position	Department	Dates

Equal Employment Opportunity Information Form

46th District Court

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Phone 248.796.5800 Fax 248.796.5805

The 46th District Court is an EQUAL OPPORTUNITY EMPLOYER. To help us comply with government record-keeping requirements, we would appreciate your completing the following form. Any information given will not be used to decide if you will be hired. This information will be kept confidential and only be used in accordance with applicable state and federal laws and regulations. **You are NOT required to provide this information.**

_____ I elect not to complete this section of the form.

Check the space that applies to you:

Sex:	Race:	Are you a Vietnam Era Veteran?
_____ Male (M)	_____ Caucasian (0)	_____ Yes
_____ Female (F)	_____ Black (1)	_____ No
	_____ Asian/Pacific Islander (2)	
	_____ American Indian/Alaskan National (3)	
	_____ Hispanic (4)	
	_____ Multiracial (5): Parents of different races	

Explain: _____

How did you find out about this job? Please mark the appropriate source below:

_____ Job Announcement/Posting	_____ Received a mailing
_____ Job Hotline	_____ Just walked into Human Resources Office
_____ Newspaper Ad	_____ Group or organization.

Which one? _____

Which one? _____

_____ Internet	_____ Court/City Employee
_____ Cable Ad	_____ Michigan Employment Security Agency
_____ Other - Explain: _____	

Position Applied For		
Name		
Address		
Social Security #		
Home Phone	/	Work Phone /

Highest Grade Completed (please circle): 6 7 8 9 10 11 12 13 14 15 16 17 18+

AGREEMENT AND UNDERSTANDING

1. I certify that the information in this application is true, complete and correct to the best of my knowledge and understand that falsification, misleading, misrepresentation or omission of any information submitted in connection with my application or interview, whether in this document or not, may result in rejection of my application or, if hired, in dismissal.

Signature: _____

Date: _____

2. I waive written notice from my current employer and from any of my former employers regarding the disclosure of the contents of my personnel file, including disciplinary reports, letters of reprimand or other notices of disciplinary action contained in my personnel records (even if more than four years old). This waiver is made pursuant to the Bullard-Plawecki Employee Right to Know Act.

Signature: _____

Date: _____

3. I authorize the references and current and former employers listed in this application to give you any and all information concerning my current and previous employment and any pertinent information they may have (even if more than four years old) and release all parties from any liability for any damages that may result from furnishing same to you.

Signature: _____

Date: _____

4. I authorize the 46th District Court to release any information (even if more than four years old) relating in any way to my employment including disciplinary reports, letters of reprimand or other notices of disciplinary action, when such information is requested by any prospective or subsequent employers without any obligation (by them or you) to give me any notice of such disclosure.

Signature: _____

Date: _____

5. I understand that any employment offer is conditional upon the results of the drug screening test and the post offer pre-employment medical examination.

Signature: _____

Date: _____

6. I have read the attached job description. If employed, I understand that if I am or become handicapped in need of accommodations for employment, I must notify the 46th District Court in writing within 182 days after the need is known or reasonably should have been known to me. Failure to properly notify the Court will preclude any claim that the employer failed to accommodate the handicapper.

Signature: _____

Date: _____

7. I agree that any lawsuit against the Court arising out of my employment or termination of employment, including but not limited to, claims arising under the State or Federal Civil Rights statutes, must be filed within one year of the event giving rise to the claims or be forever barred. I waive any limitations period to the contrary.

Signature: _____

Date: _____

8. I agree and understand that if I am hired into or later assigned to a position that is classified as an Exempt Administrative Staff position (Court Administrator, Deputy Court Administrator) or a judicial staff position (a judge's Court Officer, Court Reporter/Recorder or Judicial Secretary), my employment is at-will and may be terminated at any time, for any reason, with or without cause.

Signature: _____

Date: _____

9. That if I am hired into a General Court Staff position, after my orientation period, my employment may be terminated if my performance or conduct is or becomes unsatisfactory to the Court in its sole discretion, or if the Court determines that work load or economic factors determine that the position I hold should be discontinued. During my orientation period, my employment may be terminated at any time, for any reason, with or without notice and with or without cause.

Signature: _____

Date: _____

I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS OF EACH OF THE ABOVE NINE (9) INDIVIDUAL STATEMENTS, AS INDICATED ABOVE.

Signature: _____

Date: _____