

# Tenth District Court of Appeals Employment Application

## **Instructions**

- If a field does not apply to you, type N/A into the field.
- Once you have completed the employment application, print it and return a copy along with your resume to Douglas W. Eaton, Court Administrator, 373 South High St., 24th Floor, Columbus, Ohio 43215.

## **Position Information**

Date (MM/DD/YYYY, ex. 12/25/2000)

Position for which you are applying

## **Personal Information**

First Name

Middle Initial

Last Name

Current Address (Street Number and Street Name)

Current City, State, Zip

Previous Address (If you have lived at your current address for 6 months or less)

Previous City, State, Zip

Primary Phone Number with Area Code (ex. 614-555-5555)

Email Address

**Education**

**High School**

High School Name

High School Location

Did you graduate High School?

**Higher Education 1 of 3**

College or University Name (1)

Major (1)

Minor (1)

Degree Earned (1)

Did you graduate? (1)

**Higher Education 2 of 3**

College or University Name (2)

Major (2)

Minor (2)

Degree Earned (2)

Did you graduate? (2)

**Higher Education 3 of 3**

College or University Name (3)

Major (3)

Minor (3)

Degree Earned (3)

Did you graduate? (3)

**Additional Higher Education**

Technical or Professional School Name

Area of Study

Degree Earned

Did you graduate?

## **Work Experience**

Identify your employment history, starting with your most recent position. You may attach an additional sheet to your email if necessary; however, a resume may not be substituted for completing this section.

### **Employment History 1 of 3**

Employer Name (1)

Start Date - MM/DD/YYYY (1)

End Date - MM/DD/YYYY (1)

Position Title (1)

Employer Address - Street Number and Street Name (1)

Employer City, State, Zip (1)

Employer Website (1)

Employer Phone Number with Area Code (1)

Supervisor Name (1)

Hours Worked Per Week (1)

Job Duties (1)

Reason for Leaving (1)

May we contact this employer? (1)

**Employment History 2 of 3**

Employer Name (2)

Start Date - MM/DD/YYYY (2)

End Date - MM/DD/YYYY (2)

Position Title (2)

Employer Address - Street Number and Street Name (2)

Employer City, State, Zip (2)

Employer Website (2)

Employer Phone Number with Area Code (2)

Supervisor Name (2)

Hours Worked Per Week (2)

Job Duties (2)

Reason for Leaving (2)

May we contact this employer? (2)

**Employment History 3 of 3**

Employer Name (3)

Start Date - MM/DD/YYYY (3)

End Date - MM/DD/YYYY (3)

Position Title (3)

Employer Address - Street Number and Street Name (3)

Employer City, State, Zip (3)

Employer Website (3)

Employer Phone Number with Area Code (3)

Supervisor Name (3)

Hours Worked Per Week (3)

Job Duties (3)

Reason for Leaving (3)

May we contact this employer? (3)

**Training, Certificates, and Licenses**

Other than the education you have already listed above, list any certificates, and/or licenses relevant to the position for which you are applying. Include the type, subjects covered, the length of training or study, and the organization that provided the training, certificate, or license.

Training

Certificates

Licenses

Work Skills

List any additional information, experience, or special qualifications you have for the position that you want to be considered.

Office Skills

Computer Skills

Other Skills

**General Questions**

The following information will be used only if it is directly related to the position for which you are applying. A "Yes" or "No" answer to any of the questions below will not automatically disqualify you from employment with this court.

**Do you have a valid drivers license?**

**If you do not have a valid drivers license, please explain; otherwise type "N/A".**

**If necessary, can you supply your own transportation for work use?**

**If you cannot provide your own transportation, please explain; otherwise type "N/A".**

**Can you perform all of the required tasks/duties as described in the job description?**

**If you cannot perform all of the required tasks/duties, please explain; otherwise type "N/A".**

**Are you able to work during the hours required for the position for which you are applying?**

**If you cannot work during the hours required for the position, please explain; otherwise type "N/A".**

**Are you proficient in any language other than English?**

**If you are proficient in a language other than English, please explain; otherwise type "N/A".**

**Have you ever been employed by a court system?**

**If you have been employed by a court system, please explain; otherwise type "N/A".**



Do you have any commitments to another employer or personal activity that might affect or cause a conflict of interest with employment with this court?

If you have a commitment to another employer or conflict of interest with this court, please explain; otherwise type "N/A".

Are you related by blood or marriage, up to and including second cousin, to a judge or an employee of this court?

If you answered "yes", please explain; otherwise type "N/A".

**Professional References**

**Reference 1 of 3**

Name (1)

Occupation (1)

Company Name (1)

Company Address (1)

Company City, State, Zip (1)

Phone Number (1)

**Reference 2 of 3**

Name (2)

Occupation (2)

Company Name (2)

Company Address (2)

Company City, State, Zip (2)

Phone Number (2)

**Reference 3 of 3**

Name (3)

Occupation (3)

Company Name (3)

Company Address (3)

Company City, State, Zip (3)

Phone Number (3)

Certification

**CHECK YOUR APPLICATION AND READ THE FOLLOWING STATEMENTS CAREFULLY.**

By signing below, I affirm that the statements made in this application are complete and accurate. I understand that if I am hired, any false or misleading statement on this application may result in my dismissal, criminal prosecution, or both.

I authorize the Tenth District Court of Appeals to verify the information in this application, including conducting an investigation of my personal or employment history (including contacting former employers and supervisors), education, or credit history through any investigative agencies of its choice. I hereby waive all provisions of law forbidding schools or colleges that I attended, or any past employers from disclosing any knowledge or information relevant to my employment and hereby consent that they may disclose such knowledge or information to this court.

Please enter your full name

Date of Signature (MM/DD/YYYY)