

APPLICATION FOR EMPLOYMENT



CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

Thank you for considering us a potential employer. We appreciate your interest in our organization and the time you will take to complete this application. We can assure you that we are sincerely interested in your qualifications. A clear, complete, and accurate understanding of your background and work history will aid in consideration for the position for which you apply and may assist us in possible future upgrading.

The Circuit Court of Jackson County is an Equal Opportunity Employer. Prospective employees will receive consideration without discrimination because of race, religion, color, sex, sexual orientation, marital status, age, national origin, ancestry, economic status, disability, veteran's status, political affiliation or other prohibited non-job related factors.

The Immigration Reform and Control Act of 1986 requires the Court, as an employer, to inspect and verify documentation which establishes the identity and employment authorization of every new employee. If you accept employment, you will be required to provide documents authorizing you to be employed in the United States.

Because the Court has limited job vacancies and many applicants, further contact by us will depend upon whether job openings are or will become available for the position for which you apply and may be suitable.

If you have a disability and require assistance or accommodation in the completion of this application or in any phase of the application process, please contact the Human Resources staff.

EMPLOYMENT

I understand that nothing in this application is intended to imply or create an employment contract. I further understand that, if hired, my employment is subject to conditions governed by Administrative Rule of the Circuit Court of Jackson County. I understand that no representative of the Circuit Court of Jackson County, Missouri, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement to the contrary.

INFORMATION RELEASE

I understand that consideration for employment in this position is contingent upon the results of a reference and background check. I therefore authorize the Court to investigate all statements made on my application for employment and to discuss the results of its investigations with those responsible for hiring. I further authorize the Court to conduct investigative checks and to contact my former employer(s), any listed references, or other persons who can verify information, including law enforcement agencies. Further, I give consent for former employers and other contacted persons to respond to the questions that may be asked by the Court. I release from liability such former employer(s) or other persons contacted by and providing information to the Court.

ACCURACY STATEMENT

I acknowledge that the information supplied is correct to the best of my knowledge and understand that any falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment. This application replaces all previous applications submitted by me.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

Applicant's Signature

Date

PRINT
NAME:

LAST

FIRST

MIDDLE

POSITION APPLIED FOR:

Date Scanned

Date Entered

App ID #

Test Scores

PERSONAL DATA

PRINT OR TYPE:

Name _____ Social Security No. _____
Last First Middle

Address _____
Number Street City State Zip Code

Home Phone:() _____ Work Phone:() _____ e-mail address: _____

Which shifts do you want or are willing to work: Day Evening Night Weekend Any

Do you want or are willing to work: Full Time Part Time Temporary Backup

This information will be considered only in relation to the Job being sought.

Indicate job location(s) you want or are willing to work at:
 Kansas City Court House (415 E. 12th St. & vicinity)
 Family Justice Center (625 E. 26th St. & vicinity)
 Independence Court House Annex
 McCune Residential (Eastern Independence)
 Hilltop Residential (Lee's Summit)
 Any

NOTE: Your application will be considered for vacancies only at those locations or areas you indicate.
All positions are located within Jackson County.

Have you ever been convicted, found guilty of, or pled no contest to a crime(s) or municipal ordinance violations, including a misdemeanor(s) or special or general courts-martial? (Include minor traffic violations only if the position for which you are applying requires driving. DO NOT include juvenile offenses or military convictions other than special or general courts-martial.)

Yes No Are there any such charges pending? Yes No

If yes to either of the above, furnish details of offense(s), conviction(s), location(s), date(s), and disposition(s):

(The existence of a criminal record is not an automatic bar to employment; factors such as the nature and gravity of the offense(s), time passed since the offense(s), and the nature of the job sought will be taken into account.)

Have you ever been known by any other name(s) to verify any information obtained in this application? Yes No

If yes, list name(s) used: _____

List previous addresses (city & state only) at which you have resided during the last ten years, if different from current address:

If the position for which you are applying requires driving, do you have a valid driver's license? Yes No

If Yes, Issued by State of _____ Number _____ Expiration Date _____

(The State of Missouri requires individuals with 30 days continuous residency to apply for a Missouri driver's license.)

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation? Yes No

Have you applied for employment with the Court within the past 12 months? Yes No

If yes, list date and position(s) applied for: _____

Have you previously been employed by the Circuit Court of Jackson County, Jackson County or State of Missouri? Yes No

If yes, list dates and position(s) held: _____

List relatives currently employed by the Circuit Court of Jackson County. State name and relationship:

(This information will be considered only in relation to the job being sought.)

What is the minimum salary you will accept? _____

EDUCATION

Type of School	Name of School	City & State	Major Subject	Circle Highest Year Completed				Graduated ?	Specify Degree or Certification
High School Or GED				9	10	11	12	<input type="radio"/> Yes <input type="radio"/> No	
College				1	2	3	4	<input type="radio"/> Yes <input type="radio"/> No	
College				1	2	3	4	<input type="radio"/> Yes <input type="radio"/> No	
Graduate School				1	2	3	4	<input type="radio"/> Yes <input type="radio"/> No	
Other				1	2	3	4	<input type="radio"/> Yes <input type="radio"/> No	

SKILLS AND TRAINING

Typing	<input type="radio"/> Yes	<input type="radio"/> No	_____ wpm	Data Entry	<input type="radio"/> Yes	<input type="radio"/> No
Shorthand	<input type="radio"/> Yes	<input type="radio"/> No	_____ wpm	Ten Key Adding Machine	<input type="radio"/> Touch	<input type="radio"/> Sight
Filing	<input type="radio"/> Yes	<input type="radio"/> No		Personal Computer	<input type="radio"/> Yes	<input type="radio"/> No
Dictaphone	<input type="radio"/> Yes	<input type="radio"/> No		Word Processing	<input type="radio"/> Yes	<input type="radio"/> No
Telephone	<input type="radio"/> Yes	<input type="radio"/> No		List Types:		
Receptionist	<input type="radio"/> Yes	<input type="radio"/> No		_____		
Bookkeeping/Accounting	<input type="radio"/> Yes	<input type="radio"/> No		Computer Systems, Equipment, Hardware, Software:		

TRADES: Security Carpentry Plumbing Mechanical Painting Heating Electrical Cleaning Welding
 Air Conditioning Heavy or Light Equipment Grounds Cooking Not Applicable
 List certificates, professional licenses, or registrations:

List any other systems, equipment, training programs, coursework, or skills not reported above:

EMPLOYMENT RECORD

List your present or most recent position first. Account for all periods of employment and unemployment. Fill this section out completely even if information is included on an attached resume. Use additional sheets if you need more space for your response. Please include any military service (excluding current reserve status), unpaid volunteer work, or internships regarding your work skills and employment record. If the application does not contain complete reference information, it may not be considered.

1) Company Name: _____ Address (Street, City, State, Zip) _____ Name and Title of Supervisor Who Evaluated Your Performance: _____ Telephone Number: () _____ Job Duties: _____	Employed (Mo /Yr) <input type="radio"/> Full time <input type="radio"/> Part time <input type="radio"/> Temporary FROM: _____ TO: _____ Reason for Leaving: <input type="radio"/> Voluntary <input type="radio"/> Involuntary Explain: _____ Position(s) Held: _____ Final or Current Salary: _____
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2) Company Name: _____ Address (Street, City, State, Zip) _____ Name and Title of Supervisor Who Evaluated Your Performance: _____ Telephone Number: () _____ Job Duties: _____	Employed (Mo /Yr) <input type="radio"/> Full time <input type="radio"/> Part time <input type="radio"/> Temporary FROM: _____ TO: _____ Reason for Leaving: <input type="radio"/> Voluntary <input type="radio"/> Involuntary Explain: _____ Position(s) Held: _____ Final Salary: _____
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3) Company Name:	Employed (Mo /Yr) <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary FROM: _____ TO: _____
Address (Street, City, State, Zip)	Reason for Leaving: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Explain: _____
Name and Title of Supervisor Who Evaluated Your Performance:	Position(s) Held: _____
Telephone Number: () _____ Job	Final Salary: _____ Duties: _____

4) Company Name:	Employed (Mo /Yr) <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary FROM: _____ TO: _____
Address (Street, City, State, Zip)	Reason for Leaving: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Explain: _____
Name and Title of Supervisor Who Evaluated Your Performance:	Position(s) Held: _____
Telephone Number: () _____ Job	Final Salary: _____ Duties: _____

5) Company Name:	Employed (Mo /Yr) <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary FROM: _____ TO: _____
Address (Street, City, State, Zip)	Reason for Leaving: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Explain: _____
Name and Title of Supervisor Who Evaluated Your Performance:	Position(s) Held: _____
Telephone Number: () _____ Job	Final Salary: _____ Duties: _____

6) Company Name:	Employed (Mo /Yr) <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary FROM: _____ TO: _____
Address (Street, City, State, Zip)	Reason for Leaving: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Explain: _____
Name and Title of Supervisor Who Evaluated Your Performance:	Position(s) Held: _____
Telephone Number: () _____ Job	Final Salary: _____ Duties: _____

Please use the space below to indicate why you are interested in employment with the Circuit Court of Jackson County. You may also give any additional information concerning your background which may assist us in consideration of your application. (You should exclude any specific references to race, religion, color, sex, sexual orientation, marital status, age, national origin, ancestry, economic status, disability, veteran's status, political affiliation, or other non-job related factors.)

READ AND COMPLETE INSERTS: 1) Applicant Data Record –required 2) Continued Employment Record- if needed

REQUIRED APPLICANT DATA

ALL information provided below is kept separate from your employment application and will in no way affect decisions regarding you as an individual.

The following information is **NECESSARY** to conduct background investigative checks pursuant to the application for employment:

Name: _____

Date of Birth: _____

Social Security No.: _____

VOLUNTARY APPLICANT DATA RECORD

Information provided below is utilized for record keeping and reporting purposes and is also used to monitor recruitment and employment activity. Submission of the following information is voluntary. Inclusion or exclusion of any data will not affect any employment decision.

Sex: Male Female Age: _____

Position Applied For: _____

Check one of the following racial/ethnic groups of which you consider yourself a member:

- Caucasian (White)
- African American (Black)
- Hispanic
- American Indian and Alaskan Native
- Asian and Pacific Islander

Indicate what prompted you to apply for employment with the Court or how you learned about this job?

- A Court employee referred me
- A friend or relative referred me
- Newspaper/periodical advertisement; Name: _____
- School; Name of school: _____
- Referred by or posted at agency; Name: _____
- Internet Website: Name _____
- No one referred me; on my own
- Other, (Please specify): _____

EMPLOYMENT RECORD (CONTINUED)

Use this sheet to complete Employment Record

Name: _____ Date: _____

7) Company Name:	Employed (Mo /Yr) <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary FROM: _____ TO: _____
Address (Street, City, State, Zip)	Reason for Leaving: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Explain: _____
Name and Title of Supervisor Who Evaluated Your Performance:	Position(s) Held: _____
Telephone Number: () _____	Final Salary: _____
Job Duties: _____	

8) Company Name:	Employed (Mo /Yr) <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary FROM: _____ TO: _____
Address (Street, City, State, Zip)	Reason for Leaving: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Explain: _____
Name and Title of Supervisor Who Evaluated Your Performance:	Position(s) Held: _____
Telephone Number: () _____	Final Salary: _____
Job Duties: _____	

9) Company Name:	Employed (Mo /Yr) <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary FROM: _____ TO: _____
Address (Street, City, State, Zip)	Reason for Leaving: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Explain: _____
Name and Title of Supervisor Who Evaluated Your Performance:	Position(s) Held: _____
Telephone Number: () _____	Final Salary: _____
Job Duties: _____	

10) Company Name:	Employed (Mo /Yr) <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary FROM: _____ TO: _____
Address (Street, City, State, Zip)	Reason for Leaving: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Explain: _____
Name and Title of Supervisor Who Evaluated Your Performance:	Position(s) Held: _____
Telephone Number: () _____	Final Salary: _____
Job Duties: _____	