

# How to Apply for a Job with the Court

## Accommodations:

If you require assistance in any phase of the application process, it is your responsibility to make your needs known to a member of the Employment Team in the Human Resource Department.

- By phone: 816-881-3559
- By e-mail: [Jobs.16thCircuit@courts.mo.gov](mailto:Jobs.16thCircuit@courts.mo.gov)

## Before you apply:

- Review the job posting carefully and note the closing date of the position(s) you are applying for. (Youth Worker and a few other positions are always posted and do not have a closing date.)
- If you currently have an active application on file for a particular job category (i.e. Clerical, Youth Worker, Juvenile Probation Officer, etc.), you should notify us of your interest in different positions rather than complete a new application.
- Be sure to list the job title(s) of the position(s) for which you are applying. You must apply for a specific job title or category. If you indicate you are applying for “any” job, you will not be considered.
- You may include a resume *in addition to* your application for employment. In order to officially be considered as an applicant for a job with the Court, **you must submit a fully completed Court Application for Employment**. It is also not acceptable to write "see resume" on the application for employment. If you e-mail a completed scanned application, and wish to attach a resume, it must be in MS Word or Adobe format.
- You must be tested prior to being considered for a clerical position. Invitations to participate in clerical testing come from Human Resources.

## Submit an application:

- By e-mail: Download the Employment Application (this form is not currently interactive and cannot be completed on-line). Complete the application, scan it, and e-mail it to: [Jobs.16thCircuit@courts.mo.gov](mailto:Jobs.16thCircuit@courts.mo.gov) Other information you attach such as cover letters, resumes, transcripts, letters of recommendation, etc. must be in MS Word or Adobe format and should be all in one document (rather than multiple attachments).
- By fax: 816-881-3229
- In person: Come to the HR office. We are open between 8:00 a.m. and 5:00 p.m. Monday through Friday, with the exception of Court holidays.
- By mail: Download the Employment Application (this form is not currently interactive and cannot be completed on-line). Complete the application and mail it to:  
Sixteenth Judicial Circuit Court of Jackson County  
Human Resources – 10<sup>th</sup> floor  
415 E. 12<sup>th</sup> Street  
Kansas City, MO 64106

Revised 11-01-15



**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 which prohibits discrimination based on race, religion, color, sex, marital status, age, national origin disability, political affiliation or other prohibited non-job related factors. 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 am aware that successful completion of a drug test is a qualification for certain job positions. I am aware that, if I am offered and accept a position, I will be required to provide documents proving my identity and authorization to be employed in the United States. The Court participates in E-verify to compare data with Federal agencies to confirm employment eligibility.

I understand that this application is not intended to create an express or implied employment contract I further understand that, if hired, the terms and conditions of my employment are governed by Court Operating Rule 7 of the Missouri Circuit Court Personnel System, and by policies adopted by the Court. I understand that no representative of the Court has the authority to enter into an agreement obligating the Court to employ me for a specific period of time or to make any agreement regarding the terms and conditions of employment which is contrary to COR 7 or Court policies.

**INFORMATION RELEASE**

I understand that consideration for employment in this position is contingent upon the results of a reference and criminal history check. I therefore authorize the Court to investigate all statements made on my application and to discuss the results of its investigation with those responsible for hiring. I further authorize the Court to contact and to obtain information related to my suitability for employment from my former employer(s), any listed references, or other persons or organizations, including law enforcement agencies. Further, I give consent for former employers and other contacted persons or organizations to release information requested by the Court about my qualifications and fitness for employment. I release the Court, and any other person, employer, or entity from any and all claims for liability arising from information provided to the Court in connection with this application. If I am applying for a position with Family Court, I specifically agree to disclose any sexual offense convictions and/or affirmative findings of sexual harassment, and I authorize the Court to investigate any information related to these disclosures.

**ACKNOWLEDGMENT**

I acknowledge that the information I have 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, if hired, for subsequent disciplinary action, including dismissal from employment. This application replaces all previous applications submitted by me.

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Office Use Only:  
Date Scanned \_\_\_\_\_ Date Entered \_\_\_\_\_  
App ID # \_\_\_\_\_ Test Scores \_\_\_\_\_

PRINT NAME: \_\_\_\_\_  
LAST FIRST MIDDLE  
POSITION APPLIED FOR: \_\_\_\_\_

**PERSONAL DATA**

**PRINT OR TYPE:**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street City State Zip Code

Home or Cell Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

Do you want or are you willing to work?  Full-time  Part-time  Temp  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. 12<sup>th</sup> St. & vicinity)  
 Family Justice Center (625 E. 26<sup>th</sup> St. & vicinity)  
 Independence Court House Annex  
 Hilltop Residential (Lee's Summit)  
 Any  
All positions are located within Jackson County.

**A criminal record is not an automatic bar to employment. Factors such as age at time of offense, nature and gravity of the offense, time elapsed since the offense, evidence of rehabilitation, and the type of position sought, will be considered.**

Have you ever been convicted of, or pled guilty or "no contest" to, or received a suspended imposition or execution of sentence relating to a criminal offense, including a misdemeanor, municipal ordinance violation, or military conviction resulting from a 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.)

Yes  No If "Yes", are any charges pending?  Yes  No

If "Yes" to any of the above, or if you are unsure, furnish details of offense(s), conviction(s), location(s), date(s), and disposition(s):

**Applicants for Family Court** – Have any sexual harassment claim(s) ever been made against you; (a) in an internal complaint by an employee to his or her employer, (b) in a claim by an employee to a government agency such as the EEOC or state human rights agency, (c) in connection with a civil lawsuit filed by an employee, or, (d) in any other circumstance?  Yes  No If yes, provide details of offense(s), location(s) and date(s).

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: \_\_\_\_\_

In what other states have you possessed a driver's license? \_\_\_\_\_

Are you capable of performing the essential functions of the position for which you're applying with or without reasonable accommodation?  Yes  No

Have you previously applied for employment with the Court?  Yes  No

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

Have you previously been employed by (1) the Court, (2) Jackson County, Missouri, or (3) the State of Missouri?  Yes  No

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

List names and state of relationship to any relatives currently employed by the Court:

*(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	School Name	City & State	Major	Check Highest Year Completed				Graduated?	Specify Degree or Certification
High School or GED				9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School				1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### SKILLS & TRAINING

Filing <input type="checkbox"/> Yes <input type="checkbox"/> No Typing <input type="checkbox"/> Yes <input type="checkbox"/> No _____ wpm Data Entry <input type="checkbox"/> Yes <input type="checkbox"/> No _____ kph Telephone <input type="checkbox"/> Yes <input type="checkbox"/> No Receptionist <input type="checkbox"/> Yes <input type="checkbox"/> No Dictaphone or Transcription <input type="checkbox"/> Yes <input type="checkbox"/> No Bookkeeping/Accounting <input type="checkbox"/> Yes <input type="checkbox"/> No	Personal Computer <input type="checkbox"/> Yes <input type="checkbox"/> No Microsoft Word <input type="checkbox"/> Yes <input type="checkbox"/> No Microsoft Excel <input type="checkbox"/> Yes <input type="checkbox"/> No Microsoft Power-point <input type="checkbox"/> Yes <input type="checkbox"/> No  List other types: _____  Computer Systems, Equipment, Hardware, Software, etc.
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TRADES: <input type="checkbox"/> Security <input type="checkbox"/> Carpentry <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Painting <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Welding <input type="checkbox"/> Cleaning <input type="checkbox"/> Cooking <input type="checkbox"/> Grounds <input type="checkbox"/> Heavy or Light Equipment <input type="checkbox"/> Not Applicable	List Certificates, professional licenses, or registrations: _____ List any other systems, equipment, training programs, coursework, or skills not reported above: _____
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### 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.

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

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: ( )	Final Salary: _____
Job 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: ( )	Final Salary: _____
Job 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: ( )	Final Salary: _____
Job 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: ( )	Final Salary: _____
Job 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) Required Applicant Data 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 #: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Have you ever been known by any other name(s)?  Yes  No

If Yes, list name(s) used: \_\_\_\_\_

List other States/Countries that you have lived in: \_\_\_\_\_

**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

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

- American Indian or Alaskan Native
- Asian
- Black
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander
- White
- Two or more races, not Hispanic or Latino

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: \_\_\_\_\_
- Referred by or posted at agency Name: \_\_\_\_\_
- Internet Website Name: \_\_\_\_\_
- Other (Please specify): \_\_\_\_\_
- No one referred me; on my own

## 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: _____ _____	