



EMPLOYMENT APPLICATION



The Maryland Judiciary is an Equal Opportunity Employer



Please print or type all information. Please complete all relevant sections. Application may be rejected if information is missing. You may attach your resume; however, you must still complete all relevant sections. If you need additional space, please attach additional pages. Begin each continuation section with the section title.

SECTION ONE: IDENTIFICATION DATA

Date _____

Name _____			Home Phone (____) _____		
First	Middle Initial	Last			
Home Address (Street & Number) _____			Business Phone (____) _____		
(City, State & Zip Code) _____			Email Address _____		
Position for Which You are Applying _____		Location _____	PIN # _____		

SECTION TWO: EDUCATION, TRAINING AND SKILLS

Schools Attended	Name and Location of School	Graduated (Yes/No)	No. of Credits	Degree	Major
High School					
Community College					
College or University					
College or University					
Business or Technical					

Complete these questions only when applying for a position for which these skills are a published qualification.

Can you type? Yes _____ No _____ (Note: Typing test will be given to applicants interviewed for positions requiring typing.)

Computer Skills:

Types of Software with which you are proficient	Types of Computer Hardware with which you are Proficient	Computer Certifications

Special Qualifications (List active professional/technical licenses or certifications [other than computer related], academic and professional awards, or other special qualifications you have received.)

License, Certification, Awards, Etc.	Field, Specialization, Nature of Award, etc	School Attended or Organization from which award, certificate was received	Expiration Date (If relevant)

Do you possess a valid motor vehicle license? Yes _____ No _____ Type/Class _____

SECTION THREE: EMPLOYMENT HISTORY

List your work experience, including military service, beginning with your current or most recently held position. You may also include volunteer experience. You may attach a copy of your resume, but you must fill out the following blocks completely to be considered for employment. If necessary, attach 8 1/2 by 11 sheets, beginning each continuation sheet by noting the section and/or block to be continued.

May we contact your current employer? Yes _____ No _____ (You will be contacted in advance of such contact.)

1. Current or Most Recent Position		Job Title/Description of Duties:	Type of Employment	
Employer's Name and Address:			<input type="checkbox"/> Full Time Regular	<input type="checkbox"/> Part Time Regular
Immediate Supervisor's Name, Title and Phone No:			<input type="checkbox"/> Contractual	<input type="checkbox"/> Temporary
Reason for Leaving:			<input type="checkbox"/> Other Type of Employment (Specify)	
		Average No. of Hours Worked Per Week:		
From: (Month, Day & Year) ____/____/____	To: (Month, Day & Year) ____/____/____	Do you supervise other employees? Yes___ No ___ How Many_____	If unemployed, please explain reason:	
2. Former Position:		Job Title/Description of Duties:	Type of Employment	
Employer's Name and Address:			<input type="checkbox"/> Full Time Regular	<input type="checkbox"/> Part Time Regular
Immediate Supervisor's Name, Title and Phone No:			<input type="checkbox"/> Contractual	<input type="checkbox"/> Temporary
Reason for Leaving:			<input type="checkbox"/> Other Type of Employment (Specify)	
		Average No. Of Hours Worked Per Week:		
From: (Month, Day & Year) ____/____/____	To: (Month, Day & Year) ____/____/____	Did you supervise other employees? Yes___ No ___ How Many_____	If lapse of time between positions, please explain reason:	
3. Former Position:		Job Title/Description of Duties:	Type of Employment	
Employer's Name and Address:			<input type="checkbox"/> Full Time Regular	<input type="checkbox"/> Part Time Regular
Immediate Supervisor's Name, Title and Phone No:			<input type="checkbox"/> Contractual	<input type="checkbox"/> Temporary
Reason for Leaving:			<input type="checkbox"/> Other Type of Employment (Specify)	
		Average No. of Hours Worked Per Week:		
From: (Month, Day & Year) ____/____/____	To: (Month, Day & Year) ____/____/____	Did you supervise other employees? Yes___ No ___ How Many_____	If lapse of time between positions, please explain reason:	

4. Former Position:				
Employer's Name and Address:		Job Title/Description of Duties:	Type of Employment	
Immediate Supervisor's Name, Title and Phone No:			<input type="checkbox"/> Full Time Regular <input type="checkbox"/> Contractual	<input type="checkbox"/> Part Time Regular <input type="checkbox"/> Temporary
Reason for Leaving			<input type="checkbox"/> Other (Specify)	
			Average No. of Hours Worked Per Week:	
From: (Month, Day & Year) ____/____/____	To: (Month, Day & Year) ____/____/____	Did you supervise other employees? Yes___ No ___ How Many_____	If lapse of time between positions, please explain reason:	

SECTION FOUR: GENERAL INFORMATION

NOTE: If relevant, provide a brief but complete explanation for each question in the blanks provided below. Begin your explanation by noting the number of the question to which you are responding. Answers to these questions are not an automatic bar to consideration for employment. Each case will be considered on its own merit.

No.		Yes	No	More Information Provided Below
1.	Are you authorized to work in the United States?			
2.	Have you ever been convicted of a violation of the law other than a minor traffic violation? If yes, please provide an explanation of the nature of the offense and when it occurred, and the court location where the case was handled.			
3.	Do you have relatives who are currently employed by the Maryland State Judiciary? If yes, please provide name, relationship, and court or office in which they work.			
4.	Can you perform the essential duties of the job for which you applied, with or without a reasonable accommodation?			

PLEASE PROVIDE DETAILS BELOW

NOTICE TO APPLICANTS

Under Maryland Law, an employer may not require or demand any applicant for employment or prospective employment or any employees to submit to or take a polygraph, lie detector, or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and is subject to a fine not to exceed \$100.

PLEASE READ AND SIGN THE BACK OF THIS APPLICATION

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PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY THEN SIGN THIS APPLICATION

I hereby certify that all information provided by me on this application is ACCURATE AND COMPLETE to the best of my knowledge. I understand that any false or incomplete information furnished by me, or failure to disclose requested information, may result in the rejection of this application, may make me no longer eligible for consideration for employment with the Judiciary, or may result in my dismissal after my employment. I authorize the Judiciary to investigate any statement contained in this employment application and release former employer and reference contacts from any and all liability on account of furnishing such information to the Judiciary.

I further understand that, if considered for this position, the Judiciary will conduct criminal and/or driving record checks. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Maryland State Judiciary and myself.

Signature of Applicant

Date



THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE MARYLAND JUDICIARY.





VOLUNTARY PERSONAL INFORMATION FORM

THE FOLLOWING INFORMATION IS REQUESTED ON A VOLUNTARY BASIS. THIS INFORMATION WILL BE USED TO FURTHER THE MARYLAND STATE JUDICIARY'S COMMITTEMENT TO EQUAL OPPORTUNITY EMPLOYMENT, AND FOR STATISTICAL AND RESEARCH PURPOSES ONLY. CHOOSING NOT TO ANSWER THESE QUESTIONS WILL NOT RESULT IN ADVERSE IMPACT ON AN APPLICANT.

GENDER INFORMATION

_____ **Male**

_____ **Female**

RACIAL INFORMATION

_____ **American Indian or Alaska Native**

_____ **American Indian or Alaska Native *and* White**

_____ **Asian**

_____ **Asian *and* White**

_____ **Black or African American**

_____ **Black or African American *and* White**

_____ **Native Hawaiian or Other Pacific Islanders**

_____ **American Indian or Alaskan Native *and* Black or African American**

_____ **Hispanic**

_____ **Hispanic *and* White**

_____ **White**

_____ **Hispanic *and* Black or African American**

_____ **Other (Please specify) _____**

RECRUITMENT INFORMATION

Position Applied For: _____ PIN # _____

How did you learn about this position?

Judiciary Job Announcement

Judiciary Employee

Newspaper Advertisement (Please specify which)

Friend or Relative

Annapolis Capital

Baltimore Sun

Washington Post

Other (Please specify) _____

Judiciary Home Page Job Announcement

Other Website (Please specify) _____

Other (Please specify) _____



The Maryland Judiciary is an Equal Opportunity Employer



(Print Your Return Address Here)

Place Stamp or Franking Here

(Send to Address on Job Announcement)



For Information on current job openings call (410) 260-1734, or visit our Internet home page at www.courts.state.md.us

