



EMPLOYMENT APPLICATION

The Maryland Judiciary is an Equal Opportunity Employer

INSTRUCTIONS: Please print or type all information. Please complete all relevant sections. Your application may be rejected if information is missing. You may attach a resume; **however, you must still complete all relevant sections.** Please attach additional pages and follow the same format of the continued section only if you need additional space.

SECTION ONE: IDENTIFICATION DATA

Job Title		Date	
Location		PIN	

[Please complete one application for each job announcement]

First Name and Middle Initial		Last Name	
Home Address (Street and Number)			
City, State and Zip Code			
Home Phone		Work Phone	
Cell Phone		Email Address	

SECTION TWO: EDUCATION AND SKILLS

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

Typing Skills

Please answer this question **only if typing skill is a qualification in the job announcement.**

Words Per Minute (WPM)		A typing test may be given to applicants interviewed for positions requiring typing.
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Computer Skills

Please answer this question, as applicable, if a computer skill or certification is a qualification in the job announcement.

Software Proficiencies	Hardware Proficiencies	Computer Certifications

SECTION THREE: LICENCES AND CERTIFICATIONS

Special Qualifications

List active professional and technical licenses and certifications (other than computer related), academic and professional awards, and any other special qualifications you have earned or received.

License, Certification, or Award	Field, Specialization, or Nature of Award	School or Organization	Expiration Date (if relevant)

Motor Vehicle License

Please answer this question **only if a license is required in the job announcement.**

Do you possess a valid motor vehicle license? (Yes/No)		Type/Class	
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SECTION FOUR: GENERAL INFORMATION

Please answer all questions, and provide additional information if applicable.

Question	Yes/No
<p>Are you authorized to work in the United States? Note that the Maryland Judiciary does not sponsor employees in application of the H-1B Visa. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986.</p>	
<p>Can you perform the essential duties of the job for which you applied, with or without a reasonable accommodation?</p>	
<p>Have you ever worked for an agency of the State of Maryland? If yes, please provide the agency name(s) and dates in the space below. Please ensure that these positions are detailed in your Employment History.</p> <p>Previous State Positions:</p>	
<p>Do you have relatives who are currently employed by the Maryland State Judiciary? If yes, please provide their name(s), relationship to you, and the court or office in which they work:</p> <p>Judiciary Relatives:</p>	

Maryland Judiciary is a drug free workplace.
Maryland Judiciary is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, sex, color, national origin, religion, marital status, age, sexual orientation, veteran status or disability in employment.

SECTION FIVE: EMPLOYMENT HISTORY

Important Instructions:

1. List your work experience, including military service. You may also include volunteer experience.
2. Start with your current or most recently held position.
3. You must fill out all blocks completely to be considered for employment, including "Job Duties".
4. You may list additional positions (in hard-copy or Word), by photocopying or copy-and-pasting page 4.
5. In Word, the boxes will expand as you type. You may delete any empty "Job Duties" lines that are not needed. In pdf, the font will reduce as you fill the boxes.
6. You may attach a resume; **however, you must still complete all relevant sections below.**
7. Unless requested on the job announcement, please **do not attach** copies of your diploma, degree, transcripts, certificates of course completion, licenses, certifications, awards, work samples, or letters of recommendation.

Current or Most Recent Position

Business Name		Supervisor's Name	
Business Address		Supervisor's Phone Number	
Full Time or Part Time		Date Started (Mo./Day/Year)	
Regular, Contract, or Temp.		Date Ended (Mo./Day/Year)	
Your Job/Working Title		Your Salary	Hours/Week
Number of Employees You Supervise and Their Job Titles			
Description of Job Duties ▼ Start in space below ▼		Reason for Leaving	

Former Position

Business Name		Supervisor's Name	
Business Address		Supervisor's Phone Number	
Full Time or Part Time		Date Started (Mo./Day/Year)	
Regular, Contract, or Temp.		Date Ended (Mo./Day/Year)	
Your Job/Working Title		Your Salary	Hours/Week
Number of Employees You Supervise and Their Job Titles			
Description of Job Duties ▼Start in space below ▼		Reason for Leaving	

Former Position

Business Name		Supervisor's Name	
Business Address		Supervisor's Phone Number	
Full Time or Part Time		Date Started (Mo./Day/Year)	
Regular, Contract, or Temp.		Date Ended (Mo./Day/Year)	
Your Job/Working Title		Your Salary	Hours/Week
Number of Employees You Supervise and Their Job Titles			
Description of Job Duties ▼Start in space below ▼		Reason for Leaving	

Former Position

Business Name		Supervisor's Name	
Business Address		Supervisor's Phone Number	
Full Time or Part Time		Date Started (Mo./Day/Year)	
Regular, Contract, or Temp.		Date Ended (Mo./Day/Year)	
Your Job/Working Title		Your Salary	Hours/Week
Number of Employees You Supervise and Their Job Titles			
Description of Job Duties ▼Start in space below ▼		Reason for Leaving	

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 THE FOLLOWING STATEMENTS CAREFULLY AND 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 Maryland Judiciary, or may result in my dismissal after my employment. I authorize the Maryland Judiciary to investigate any statement contained in this employment application and release former employers and reference contacts from any and all liability on account of furnishing such information to the Maryland Judiciary.

I further understand that, if considered for this position, the Maryland 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 Judiciary and myself.

Signature of Applicant	Date



VOLUNTARY PERSONAL INFORMATION FORM

THE FOLLOWING INFORMATION REQUESTED IS ON A VOLUNTARY BASIS. THIS INFORMATION WILL BE USED TO ASSESS MARYLAND STATE JUDICIARY'S RECRUITMENT OUTREACH, AND FOR STATISTICAL AND RESEARCH PURPOSES ONLY. YOUR CONSIDERATION FOR THIS POSITION WILL BE THE SAME, WHETHER OR NOT YOU CHOOSE TO ANSWER THESE QUESTIONS

Recruitment Information

Job Title of Position Applied For		PIN	
How did you learn about this position? Please check ONE box below.			
<input type="checkbox"/>	Maryland Judiciary Job Announcement Posting or Email		
<input type="checkbox"/>	Maryland Judiciary (Maryland Courts) Job Announcements Website (http://mdcourts.gov/jobs/)		
<input type="checkbox"/>	Other Website (please specify):		
<input type="checkbox"/>	Judiciary Employee		
<input type="checkbox"/>	Friend or Relative		
<input type="checkbox"/>	Newspaper (please specify):		
<input type="checkbox"/>	Other (please specify):		

If the job announcement that interests you instructs you to mail your application, **you must mail your completed application to the address specified near the bottom of that job announcement.** Unless requested on the job announcement, please **do not attach** copies of your diploma, degree, transcripts, certificates of course completion, licenses, certifications, awards, work samples, or letters of recommendation.



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

