

## **INSTRUCTIONS TO COMPLETE THE JOB APPLICATION FORM**

There are several different offices within the 13th Judicial Circuit Court and each has different documents which may be requested as part of the job application process. However, all of them require an application be completed and returned. If multiple jobs are advertised please examine each advertisement carefully and follow the specific instructions on where to return the form as each office has different contact information.

This application is to be completed only for those jobs advertised as FULL-TIME. Part-time applicants need to complete the PART-TIME application form - not this one.

Please complete the form as accurately and completely as possible.

### **Completing the Form**

There are two ways to complete the form. The preferred method is to complete the form electronically by typing the answers in the spaces provided. Alternatively you may print out the form and complete it by writing your answers in the spaces provided.

Questions followed by a checkbox may be answered by clicking on the checkbox next to the appropriate answer. If completing the form manually, place a check mark next to the appropriate answer.

Some questions provide a blank space for you to enter your information. Please answer those items as well. If the item does not apply, enter "N/A" for 'not applicable'. This lets us know you saw and answered it.

### **Sign & Date**

There are 3 places on the job application for your signature. If completing the form electronically please type your name in each signature box. Each will be accepted as your signature. If completing the form manually, please sign your name in the spaces indicated.

Please be sure to include the date where indicated as well.

### **Returning the Form**

You may return the form by any of the following methods:

- 1) If completing the form electronically please save the form on your computer then send it to the email address noted in the job advertisement.
- 2) You may scan the completed form to an Adobe PDF file, then send the PDF file to the email address noted in the job advertisement.
- 3) You may return the completed form to the postal address indicated.

If printing the form you may discard this instruction sheet.



# JOB APPLICATION FORM

13th Judicial Circuit Court

An Affirmative Action/Equal Opportunity Institution

PLEASE TYPE OR PRINT IN INK

## Personal Information

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

Can you perform the essential functions of this position as listed on the Vacancy Notice?  Yes  No

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address (Street, City, State, Zip Code) \_\_\_\_\_

Telephone No: Work \_\_\_\_\_ Home \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Have you ever been employed by the 13th Judicial Circuit Court?  Yes  No If yes, list position and dates: \_\_\_\_\_

When would you be able to start work? \_\_\_\_\_ May we contact you at work?  Yes  No

## Education

Education highest grade completed: 1 " 2 " 3 " 4 " 5 " 6 " 7 " 8 " 9 " 10 " 11 " 12 College: 1 " 2 " 3 " 4 " 5 " 6 " BA " BS " MA MS Rh.D.

Please list all education beginning with high school and indicate any diplomas or degrees **completed**:

NAME AND LOCATION	COURSE OF STUDY	DEGREE/DIPLOMA
High School		
Technical/Vocational/Associate Degree		
College		
Other		

List all relevant valid professional licenses/registrations you hold. Include the certification/registration number and expiration date.

Indicate other employment skills, special training (i.e., computer hardware/software, etc.) or courses related to the position for which you have applied.

# Employment

List all employment and military (include high rank, reserve obligation, type discharge) starting with the most current position held.

**NOTE:** All supporting documents (i.e., resume, transcript, employment supplement) you wish sent to the hiring department must be attached to this application. This information will be used in reference checks necessary for further consideration. **Use a supplemental sheet to list any other employment or to explain gaps in employment history.** Failure to complete this section may eliminate you from further consideration.

\_\_\_\_\_ Employment Dates \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Salary \_\_\_\_\_ / \_\_\_\_\_  
Fko "Pco g"\*\*\*\*\* Month Year Month Year Beginning Ending

\_\_\_\_\_ May we contact for references? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Address (Street, City, State, Zip)

\_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Title

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ No. hours per week \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe Duties \_\_\_\_\_

\_\_\_\_\_ Employment Dates \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Salary \_\_\_\_\_ / \_\_\_\_\_  
Firm Name Month Year Month Year Beginning Ending

aaaaaaaaaaaaaaaaaaaaa \_\_\_\_\_ May we contact for references? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Address (Street, City, State, Zip)

\_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Title

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ No. hours per week \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe Duties \_\_\_\_\_

\_\_\_\_\_ Employment Dates \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Salary \_\_\_\_\_ / \_\_\_\_\_  
Firm Name Month Year Month Year beginning Ending

\_\_\_\_\_ May we contact for references? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Address (Street, City, State, Zip)

\_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Title

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ No. hours per week \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe Duties \_\_\_\_\_

# Personal References

Please list two people other than past employers or relatives:

\_\_\_\_\_ Address (City, State, Zip) \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Name

\_\_\_\_\_ Address (City, State, Zip) \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Name

**PLEASE READ CAREFULLY AND SIGN:** I certify that the above statements are correct and complete, and if employed, understand that any false or omitted information in this application, or its supporting documents, will be sufficient grounds for immediate termination. I further agree that all rules, orders and regulations of the 13th Judicial Circuit Court affecting my employment shall constitute a part of my appointment or employment. My signature authorizes the 13th Judicial Circuit Court to review my previous employment, driving and criminal records, and other background data as it may relate to the position for which I am applying.

\_\_\_\_\_

ORIGINAL SIGNATURE

\_\_\_\_\_

DATE

## Criminal Record Check

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**CONFIDENTIAL - FOR COURT ADMINISTRATION USE ONLY**

To determine suitability for employment, the 13th Judicial Circuit Court has the right to check the criminal conviction records of any employee or applicant for employment. Consideration will be given to the relationship between the conviction and the responsibilities of the position that will be held. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant.

**NOTE:** Conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. For positions that require operation of a motor vehicle, the term conviction shall include minor traffic violations.

Falsification of application materials, including failure to disclose criminal convictions, is grounds for termination of employment or non-selection of an applicant.

Have you ever been convicted of a felony?  Yes  No

Have you ever been convicted of a misdemeanor?  Yes  No

If you answered yes to either of the above questions, describe the nature of the crime: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Child Abuse/Neglect History

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**NOTE: Juvenile Division Applicants ONLY:**

Have you ever been the subject of a child abuse or neglect investigation?  Yes  No

If yes:

When (month/day/year): \_\_\_\_\_

Where (city/county/state): \_\_\_\_\_

Under what circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**PLEASE READ CAREFULLY AND SIGN:** I certify that the above statements are correct and complete, and if employed, understand that any false or omitted information in this application, or its supporting documents, will be sufficient grounds for termination or non-selection of an applicant. I further understand that the 13th Judicial Circuit Court has the right to review my previous employment, driving and criminal records, and other background data as a consideration of my employment.

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Signature

Date

Print Name (Last)

(First)

(Middle)

*If you have any questions regarding this application form, contact Court Administration at 886-4060*



## Employment Eligibility

Are you eligible to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

Should you become employed, you must show documents that prove your **identity** and **employment eligibility**. This is required due to a federal law, Immigration Reform and Control Act of 1986, that went into effect November 6, 1986. The 13th Judicial Circuit Court hires only United States citizens and lawfully authorized alien workers.

On your first day of employment, you must show **one from List A** or **one from BOTH List B and List C**:

<b>List A</b> proves both identity and employment eligibility.	<b>List B</b> proves identity	<b>List C</b> proves employment eligibility
-United States passport	-State issued driver's license or I.D. card with a photograph or information including name, sex date of birth, height, weight and color of eyes	-Social Security Card (other than a card stating it is not valid for employment)
-Certificate of United States Citizenship	-Student I.D. with a photograph	-Birth certificate issued by state, county or municipal authority bearing a seal or other certification
-Certificate of Naturalization	-Voter's Registration Card	-Certification of Birth issued by the U.S. Department of State
-Unexpired foreign passport with attached Employment Authorization	-U.S. Military Card or draft card	-Unexpired INS Employment Authorization
-Alien Registration Card with photograph	-Identification card issued by federal, state, or local government or entity	
-Temporary Resident Card	-Military dependent's identification card	
-Employment Authorization Card		

This information will be used only to comply with the Immigration Law. The 13th Judicial Circuit will not knowingly and intentionally discriminate against any individual on account of the individual's national origin, or the individual's citizenship status, in the case of a citizen or intending citizen.

## Affirmative Action Activity

The Court is required by Federal law to report specific information of Affirmative Action. The information requested below will be used only for reporting and/or statistical purposes. This information will not be considered as part of your application for this position. **The completion of this information is voluntary and will be kept confidential. Refusal to provide this information will not subject you to adverse treatment.**

NOTICE OF NONDISCRIMINATION - Applicants for employment, employees, sources of referral or applicants for employment, and all unions, are hereby notified that this institution does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability or status as a disabled veteran, or veteran of the Vietnam Era. Any person having inquiries concerning the Court's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973, is directed to contact Assistant to the Court Administrator, 705 E. Walnut, Columbia, MO 65201-4487, 573-886-4059.

Gender:  Male  Female

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Race/Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino
  - White
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - Asian
  - American Indian or Alaska Native
  - Two or more races

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Signature: 

Printed Name:

Date: