

EDUCATION:

A. List schools attended, starting with last one. Indicate passing General Educational Development (G.E.D.) Test if applicable. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or class rank. E. Major field of study (if applicable). F. Minor field of study (if applicable).

A. School	B. No. Years Completed	C. Degree/ Diploma	D. GPA/ Class Rank	E. Major	F. Minor

EMPLOYMENT HISTORY:

List your last four (4) employers, assignments, or volunteer activities in chronological order starting with your most recent. Explain any gaps in employment in the comments section below. Please complete even if you attach a resume.

1. Your Present or Most Recent Employment:

Employer Name: _____

Address: _____

Street City State Zip
 Phone No. () Position Held: Salary: _____
 Hourly

From: To: Supervisor Name/Title: _____
 mm/yy mm/yy

Summary of Duties: _____

Reason for Leaving: _____

May we contact employer? Yes No Later

2. _____

Employer Name: _____

Address: _____

Street City State Zip
 Phone No. () Position Held: Salary: _____
 Hourly

From: To: Supervisor Name/Title: _____
 mm/yy mm/yy

Summary of Duties: _____

Reason for Leaving: _____

May we contact employer? Yes No Later

3. _____

Employer Name: _____

Address: _____

Phone No. () _____ Street City State Zip
Position Held: _____ Salary: _____
Hourly

From: _____ To: _____ Supervisor Name/Title: _____
mm/yy mm/yy

Summary of Duties: _____

Reason for Leaving: _____

May we contact employer? Yes No Later

4. _____

Employer Name: _____

Address: _____

Phone No. () _____ Street City State Zip
Position Held: _____ Salary: _____
Hourly

From: _____ To: _____ Supervisor Name/Title: _____
mm/yy mm/yy

Summary of Duties: _____

Reason for Leaving: _____

May we contact employer? Yes No Later

Comments (including explanation of any gaps in employment)

Skills and Qualifications: Provide any additional information covering any special skills or qualifications including any licenses or professional certificates which are applicable for employment with the Court.

REFERENCES:

List name and telephone number of three business/work references who are *not* related to you and are *not* listed above as supervisors. If not applicable, list three school or personal references who are not related to you.

Name/Occupation	Telephone	Years Known
	()	
	()	
	()	

APPLICANT STATEMENT:

1. I hereby certify that all responses set forth during my employment application are true and complete. My signature authorizes the Clermont County Common Pleas Court or its authorized agents to conduct a thorough investigation of all statements, written and oral, made by me during the employment application process, including without limitation, information concerning my prior employment positions, activities, law enforcement record, educational background, and credit history as a condition of my being hired or, if I am hired, as a condition of my continued employment. I hereby authorize all persons, companies or other entities connected with any such informational request, including without limitation, prior employers, and law enforcement agencies to provide any and all information they may have regarding me or my employment. I release and agree to indemnify the Clermont County Common Pleas Court, its authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of such investigation, including without limitation, any liability for furnishing information or for taking any action based on the information provided.

2. I understand and agree that any falsification, misrepresentation, incomplete response, or omission either on the employment application form or in response to questions asked during the interviewing or examination process may disqualify me from further consideration for employment, or if employed by the Clermont County Common Pleas Court, will subject me to immediate termination, whenever the falsification or omission is discovered. In this regard, where an item is left blank on the employment application, it is because there is no information within its scope.

3. I understand that a chemical test for the presence of illegal and controlled substances will be required upon receiving a conditional offer of employment from the Clermont County Common Pleas Court and/or during my employment with the Court. I further understand that the Court will not hire any applicant who tests positive or refuses to consent to pre-employment drug testing, and that an employee who tests positive for illegal drugs or alcohol usage during working hours on the basis of reasonable suspicion, or who refuses to consent to drug and alcohol testing is subject to discharge. I release and agree to indemnify the Clermont County Common Pleas Court, its authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of any lawful medical examination or chemical testing or for the taking of any action based on the results of any lawful medical examination or chemical testing.

4. I certify that I am a citizen of the United States, or if not, I can provide required documentation permitting me to work in the United States.

5. I understand and agree that nothing contained in the Clermont County Common Pleas Court employment application or in the granting of an interview or anything set forth in any oral or written statement, communication, or policy now or in the future constitutes or is intended to constitute or to create a contract between me and the Clermont County Common Pleas Court for either employment or for the providing of benefits. No promises regarding employment have been made to me and I understand and agree that no such promise or guarantee is binding on the Clermont County Common Pleas Court unless they are expressed promises, made in writing, and signed by the Court Administrator or designee. I further understand that, if I am hired, I will be an unclassified employee unless I am explicitly hired for a classified position.

Applicant's Signature

Date

Print Name

Social Security Number