



**PRINCE GEORGE'S COUNTY
CIRCUIT COURT**

EMPLOYMENT APPLICATION

Court Administrative Office

Courthouse, Suite M2407

Upper Marlboro, Maryland 20772

An Equal Opportunity Employer

Please complete all sections regardless of whether or not you attach a resume. TYPE/PRINT IN INK

**Complete a separate application (*photocopy acceptable*) for each job unless otherwise specified on the job announcement.
If your application is incomplete, your application will not be accepted.**

1. POSITION APPLIED FOR:

2. YOUR NAME: LAST FIRST MIDDLE NAME

2. SOCIAL SECURITY NUMBER:

4. OTHER NAMES USED IN EMPLOYMENT: LAST FIRST MIDDLE NAME

5. ADDRESS: NUMBER AND STREET

6. HOME PHONE:

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CITY: STATE

ZIP CODE

7. OTHER PHONE/EMAIL:

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8. DO YOU SPEAK READ WRITE ANY LANGUAGE OTHER THAN ENGLISH FLUENTLY? YES NO

IF YES, INDICATE LANGUAGES:

9. ARE YOU NOW OR HAVE YOU EVER BEEN EMPLOYED BY
THE CIRCUIT COURT OR PRINCE GEORGE'S COUNTY?

YES NO

IF YES, PLEASE COMPLETE

TITLE:

COURT/DEPARTMENT NAME:

NAME OF SUPERVISOR:

DATES OF SERVICE: FROM: _____ TO: _____

10. ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA?

YES NO

IF NOT A U.S. CITIZEN, CAN YOU SHOW PROOF OF U.S.
GOVERNMENT PERMISSION TO WORK IN THIS COUNTRY?

YES NO

11. DO YOU HAVE ANY RELATIVES CURRENTLY EMPLOYED IN PRINCE GEORGE'S COUNTY CIRCUIT COURT?

YES NO

IF YES, PLEASE COMPLETE:

NAME:

RELATIONSHIP:

PHONE NUMBER:

12. IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME:

RELATIONSHIP:

PHONE NUMBER:

13. EDUCATION:

DID YOU GRADUATE FROM HIGH SCHOOL? YES NO IF NOT, DO YOU POSSESS A GED OR EQUIVALENT? YES NO

IF NOT, HIGHEST GRADE COMPLETED: _____

NAME OF HIGH SCHOOL: _____ LOCATION: _____

NAME AND LOCATION OF COLLEGES OR SCHOOLS ATTENDED:	COURSE OF STUDY/MAJOR	ATTENDANCE DATES FROM: TO:	DEGREES, CERTIFICATES OR # OF UNITS:

14. LIST BELOW VALID LICENSES, CERTIFICATES OR PROFESSIONAL OR VOCATIONAL COMPLETENCE, OR MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS CALLED FOR IN THE ANNOUNCEMENT.

LICENSE/CERTIFICATION NUMBER	DATE AWARDED	EXPIRATION DATE	INDICATE SPECIFIC COURSE REQUIREMENTS NEEDED TO SATISFY REQUIREMENTS FOR THIS EXAMINATION

15. EXPERIENCE: Complete all sections regardless of whether or not you attach a resume. Begin with your most recent job. List all jobs, volunteer experience, and any periods of unemployment in the last ten years. Incomplete applications cannot be accepted. If additional space is needed, attach a second sheet.

PRESENT EMPLOYER'S NAME:	PRESENT EMPLOYER'S ADDRESS AND PHONE NUMBER:
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DATES EMPLOYED: FROM: TO:	YOUR JOB TITLE:
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SUPERVISOR'S NAME, PHONE NUMBER AND EMAIL, IF AVAILABLE:

DESCRIPTION OF DUTIES:

REASON FOR LEAVING:

PREVIOUS EMPLOYER'S NAME:	PREVIOUS EMPLOYER'S ADDRESS AND PHONE NUMBER:
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DATES EMPLOYED: FROM: TO:	YOUR JOB TITLE:
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SUPERVISOR'S NAME, PHONE NUMBER AND EMAIL, IF AVAILABLE:

DESCRIPTION OF DUTIES:

REASON FOR LEAVING:

PREVIOUS EMPLOYER'S NAME:

PREVIOUS EMPLOYER'S ADDRESS AND PHONE NUMBER:

DATES EMPLOYED:

FROM: TO:

YOUR JOB TITLE:

SUPERVISOR'S NAME, PHONE NUMBER AND EMAIL, IF AVAILABLE:

DESCRIPTION OF DUTIES:

REASON FOR LEAVING:

16. HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

IF YOU ANSWER "YES" GIVE DETAILS ON A SEPARATE SHEET OF PAPER SHOWING (1) DATE; (2) CHARGE; (3) PLACE; (4) COURT AND (5) ACTION TAKEN.

NOTE: Convictions or discharges do not necessarily disqualify you for employment. Each case will be considered fairly on its merits and after full consideration of the applicant's views.

17. HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM EMPLOYMENT? YES NO

IF YOU ANSWER "YES" ATTACH AN EXPLANATION ON A SEPARATE SHEET OF PAPER.

CERTIFICATION AND SIGNATURE

The following notice applies to everyone except applicants for law enforcement officer positions as defined by Article 27, Section 727, or any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or other municipal corporation.

"UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE 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 SUBJECT TO A FINE NOT TO EXCEED \$100.00."

I hereby acknowledge that I have read and I understand the polygraph notice written above. I also hereby affirm that this application contains no willful misrepresentations or falsifications and that the information contained herein is true and accurate to the best of my knowledge. I understand that should investigation at any time disclose any misrepresentation or falsification of information contained in this document, my application will be disapproved and my name removed from any further consideration for employment. I also understand that should I be offered employment and accept a position with Prince George's County Circuit Court and it is subsequently discovered that the information provided herein is false, I may be terminated from employment pursuant to Section 16-193©(1)(I)(4) of the Personnel Law of Prince George's County.

Applicant's Signature: _____ Date: _____