

<p style="text-align: center;">EMPLOYMENT APPLICATION</p> <p style="text-align: center;">FIRST JUDICIAL DISTRICT OF PENNSYLVANIA HUMAN RESOURCES</p> <p style="text-align: center;"><i>An Equal Opportunity Employer</i></p> <p>The First Judicial District of Pennsylvania does not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, mental or physical disability.</p>	<i>OFFICE USE ONLY</i>		
	POSITION		
	File:	Test	
			REJECTED:
			NOTICE TO TEST (1)
			(2)
		(3)	
		RESULTS (1)	
		(2)	
		(3)	

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM:

1. City residency requirements will be enforced six months after completion of the orientation period of employment.
2. If any pertinent questions are not answered, this application will be rejected.
3. If you do not meet the minimum training and experience qualifications for the position applied for, this application will be rejected.
4. Application must be signed to be accepted, and returned to the Courts' Human Resources Office, Room 668 City Hall, Philadelphia, PA 19107.
5. If you intentionally make any false statements or material omissions, this application will be rejected.

NAME (Last, First, Middle Initial)—indicate any former names under which you worked or are known.	ADDRESS (City) (State) (Zip)	
SOCIAL SECURITY NUMBER	HOME PHONE	BUSINESS PHONE
POSITION APPLIED FOR		SALARY DESIRED
WERE YOU EVER EMPLOYED BY COURT SERVICE AND/OR CITY OF PHILA.? <input type="checkbox"/> No <input type="checkbox"/> Yes Dates: Dept:	FOREIGN LANGUAGES SPEAK READ WRITE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

RELATIVES EMPLOYED BY COURT SERVICES:	
<p>Please provide your e-mail address if you wish to receive correspondence from the FJD via e-mail.</p> <p>By providing your e-mail address and affixing your signature at the bottom of this application, you are authorizing the First Judicial District to contact you via e-mail ONLY.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal?</p> <p><i>If yes, explain:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Please provide license, registration, or certification information required for the position you are seeking. Also indicate whether such license, registration, or certification is currently active.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>May we contact your present employer for information? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If no, explain:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>YES NO</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW

I certify that the statements made by me on BOTH SIDES of this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly omit or make any misstatement of facts I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Personnel Policies. If I am hired, I understand I am being hired as an "at will employee" of the First Judicial District of Pennsylvania. In the event that there is a need for a reduction in force, for any reason, I understand that I may be subject to lay off. I further understand that if there is a lay off I shall not be entitled to displace other court employees solely because of seniority.

_____ Date _____ Signature _____

EDUCATION	SCHOOL (Circle highest grade completed)												(Circle full academic years of college completed)							
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
	NAME OF SCHOOL	CITY/STATE	SHOW D - Day N - Night	DID YOU GRADUATE		NO. OF CREDITS REC'D				TYPE DEGREE REC'D	MAJOR COURSE STUDY									
				Yes	No	Semester Hours	or	Qtr. Hours	or			Qtr. Hours								
Elementary																				
High School																				
College, University or Professional School																				
Other Training or School																				

EXPERIENCE: Describe your duties fully. If you held several different positions with the same employer, list each separately. Begin with the MOST RECENT employment and work backward consecutively. If you need more space, list in the same format on blank 8½ x 11 sheets.

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			
LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			
LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

EXPERIENCE (LIST ANY ADDITIONAL WORK EXPERIENCE OR VOLUNTEER WORK - ACCOUNT FOR ALL TIME SINCE SCHOOL)

DATE (Mo. & Year)		NAME OF EMPLOYER	ADDRESS	YOUR TITLE	YOUR SALARY	REASON FOR LEAVING
From	To					

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
HUMAN RESOURCES
AFFIRMATIVE ACTION QUESTIONNAIRE

Instructions: It is requested that each applicant for employment with the First Judicial District of Pennsylvania - Philadelphia County provide the following information. It will be detached when your application is filed and the information on it will not be considered in the employment process.

1. Ethnic Group (*please check one*)

- a. White b. Black c. Hispanic d. American Indian
e. Asian American f. Multi-Cultural g. Other _____

2. Sex: a: Male b. Female

3. Age: _____ Date of Birth: _____

4. Type of Work Desired (*please indicate **one** preference as appropriate*)

- a. Administrative
b. Professional
c. Technical
d. Office/Clerical
e. Skilled Craft
f. Service/Maintenance

5. Applied to the First Judicial District of Pennsylvania in Response to:

- a. Advertisement _____
(Name of publication/newspaper/TV/radio station)
b. Pennsylvania Employment Service
c. Community or Professional Organization or Agency
d. Referred by a Court employee
e. Other _____

I certify that the above information is true and correct. (*Please print legibly*)

Name: _____ Date: _____

Address: _____
(Street) *(Apt. No.)*

(Town) *(State)* *(Zip Code)*

(Signature)