

FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA
COUNTY OF ALLEGHENY



COURT HUMAN RESOURCES OFFICE
437 GRANT STREET 350 FRICK BUILDING
PITTSBURGH, PENNSYLVANIA 15219-6000
(412) 350-5487 FAX (412) 350-5897
www.allegheycourts.us
EMPLOYMENT APPLICATION
AN EQUAL OPPORTUNITY EMPLOYER*

PLEASE TYPE OR PRINT IN INK

POSITION APPLYING FOR _____ **DATE** _____

Name _____
Last First Middle

Address _____
Number & Street City State Zip Code

Email Address: _____

Primary Phone Number: Day () _____ **Other Phone:** () _____

Referral Source Website Newspaper Ad Employee Relative/Friend Other _____
Please Specify

Have you previously filed an application with the Fifth Judicial District of PA? Yes No
If yes, provide dates _____

Are you currently employed with the Fifth Judicial District of PA? Yes No
If yes, provide current department _____

Have you ever been employed by the Fifth Judicial District of PA, Allegheny County, or other court system? Yes No
If yes, where were you employed? _____ From ___/___/___ To ___/___/___

Are you legally eligible for employment in this county? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Are you at least 18 years old? Yes No

If you are under 18, can you furnish a work permit? Yes No

Which of the following are you able to work (check all that apply)?
 Full Time Part Time Temporary Overtime Shifts Rotation Seasonal
Note: Acceptance of part time or temporary employment does not imply eventual full time status.

Are you currently employed? Yes No

Date available for work: _____

What is your desired salary range? _____ to _____

*Equal access to employment is available to all persons. Applicants requiring accommodation, for any part of the application and/or interview process, should contact the Court Human Resources Office at 412-350-5487. The Fifth Judicial District of Pennsylvania will recruit, employ, and promote the most qualified applicants without regard to their race, color, age (age 40 and above), national origin, sex, gender identity or expression, sexual orientation, ancestry, religion, disability, or any other legal status protected by federal, state, or local law.

EDUCATION

Type	Name and Address	Graduate	Course / Major
High School		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Undergraduate, College or University		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate School		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other Post-Secondary Education - Including Technical or Business School		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Computer Skills:

Skills

Word Processing Yes No List Programs: _____ **wpm** _____

Spreadsheet Software Yes No List Programs: _____

Other Skills and Training _____

Are you willing to travel if required for job duties? Yes No

If the position you are applying for involves driving an automobile, complete the following:

Do you have a vehicle available? Yes No

Is this vehicle covered by insurance? Yes No

Are you licensed to drive a vehicle? Yes No

Driver's License No. _____ Expiration Date _____

State PA Yes No Other _____

If not provided elsewhere on the application, list any certifications, licenses, professional associations, or other skills and training you consider relevant to the position for which you are applying (omit memberships which may reveal gender, race, religion, national origin, age, ancestry, disability or other protected status):

List the names of all relatives who are currently employed by the Fifth Judicial District of PA:

Name	Relationship	Department
_____	_____	_____
_____	_____	_____
_____	_____	_____

U.S. Military Service: Branch of Service _____

Dates of Active Duty Service _____ Highest Rank _____

Please describe any skills or experience you obtained as a result of military service that relate to the position for which you are applying:

REFERENCES: Please list (3) three professional references which can include supervisors. If work-related references are not applicable, you may provide school-related references. Please do not list personal references such as friends or relatives.			
Name	Address	Phone Number	Occupation

EMPLOYMENT—Please provide your previous employment experience.
(Complete this section even if you have provided a resume.)

1)	Dates of Employment (Mo./Yr.)		Employer's COMPLETE Name	
	From:	To:		
Type of Business			Employer's COMPLETE Address	
Position Title and Duties (Describe in Detail)				
			Salary: Starting \$	Final \$
Supervisor's Name & Title		Phone Number	Reasons for Leaving	
		()		
May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>				

2)	Dates of Employment (Mo./Yr.)		Employer's COMPLETE Name	
	From:	To:		
	Type of Business		Employer's COMPLETE Address	
Position Title and Duties (Describe in Detail)				
			Salary: Starting \$	Final \$
Supervisor's Name & Title		Phone Number	Reasons for Leaving	
		()		
May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>				
3)	Dates of Employment (Mo./Yr.)		Employer's COMPLETE Name	
	From:	To:		
	Type of Business		Employer's COMPLETE Address	
Position Title and Duties (Describe in Detail)				
			Salary: Starting \$	Final \$
Supervisor's Name & Title		Phone Number	Reasons for Leaving	
		()		
May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>				
4)	Dates of Employment (Mo./Yr.)		Employer's COMPLETE Name	
	From:	To:		
	Type of Business		Employer's COMPLETE Address	
Position Title and Duties (Describe in Detail)				
			Salary: Starting \$	Final \$
Supervisor's Name & Title		Phone Number	Reasons for Leaving	
		()		
May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>				

AUTHORIZATION AND CERTIFICATION

I certify that the information I have provided on this application for employment is true and complete to the best of my knowledge and that I have not knowingly withheld any material facts. I understand that I may be asked to provide documents to verify the information regarding my education, qualifications, and prior work history; and I agree to provide such documents upon request.

I understand that false, misleading or incomplete information provided on this application, regardless of time of discovery, will be grounds for rejection of the application, and for immediate termination, if I am employed.

I authorize representatives of the Fifth Judicial District of PA to perform a background investigation, including a criminal history check, regarding the statements I have made 1) on this form, 2) on my resume and related materials, and 3) during my employment interview. I release all employers and third parties from any and all claims of liability related to any such investigation or related disclosure regarding my potential employment with the fifth Judicial District of PA.

I understand that if I am employed by the Fifth Judicial District of PA: 1) employment is contingent upon furnishing evidence of identity and employment eligibility, 2) satisfactorily passing a criminal background check, and 3) hours of work and other working conditions are subject to change at the discretion of the Court and employment may terminate at any time.

If employed, and for the duration of my employment with the Fifth Judicial District of PA, I acknowledge I must report if I am arrested, charged with, or convicted of a crime as more fully described in the Fifth Judicial District's Addendum to the Code of Conduct. I further acknowledge that if employed in a position that involves driving to carry out the official duties of my job, I will notify the Court Human Resources Office if my driver's license is suspended or revoked.

SIGNATURE _____

DATE _____

This application for employment will remain active for a limited time. Ask the Court Human Resources Office for details.

VOLUNTARY QUESTIONNAIRE

The information requested on this form is needed for statistical purposes and will be used in accordance with federal, state, and local regulations. This form will be processed separately from your application and will be maintained by the Court Human Resources Office. ***It will not be sent to the hiring department.*** Completion of this form is voluntary.

Position: _____

Date: _____

Date of Birth _____

Gender: Male Female

Race: Black American Indian or Alaskan Native
 Hispanic Asian or Pacific Islander
 White
 Other _____
