



**COURT OF COMMON PLEAS OF ALLEGHENY COUNTY
FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA**

Court Human Resources Office
350 Frick Building
437 Grant Street
Pittsburgh, PA 15219
(412) 350-5487 Fax: (412) 350-3930
www.alleghenycourts.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

Telephone Number: Day () _____ Evening () _____

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

Have you previously filed an application with the Court of Common Pleas? Yes No
If yes, give dates _____

Have you ever been employed by the Court of Common Pleas, 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 _____

*The Court of Common Pleas of Allegheny County does not discriminate because of age, race, color, religion, gender, national origin, disability, or any other legally protected status.

Equal access to employment is available to all persons. Applicants requiring assistance or accommodation for any part of the application and/or interview process, should contact the Court Human Resources Office at (412) 350-5487.

EDUCATION

	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 Court of Common Pleas:

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

Have you ever been convicted of or plead guilty or no contest to a felony or misdemeanor?

Yes No

(You do not have to disclose any material sealed, expunged, or set aside under federal or state law, or juvenile delinquent or youthful offender adjudications.)

NOTE:

A yes answer will not necessarily disqualify you from consideration for employment. The date, nature, and status of the offense(s) and the position for which you are applying will be considered.

If you answered yes to the preceding question, please explain the nature and date of the offense, name and location of the court, and disposition of the case(s):

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: List up to three references we may contact who know your qualifications. (Do not include relatives or supervisors listed in the Employment section below.)

Name	Address	Phone Number	Occupation

EMPLOYMENT—List your last four employers—Starting with your Current or Most Recent Employer (Complete this section even if you have provided a resume.)

1)	Time Employed (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	Time Employed (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	Time Employed (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	Time Employed (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"/>				

Within the past five years, have you been fired, terminated, or tendered a resignation in lieu of termination from a job?

Yes No

If yes, please explain _____

AUTHORIZATION AND CERTIFICATION

I authorize investigation of all statements contained in this application and resume (if provided). I certify that the statements are true and complete to the best of my knowledge and that any omission or misrepresentation of the facts may disqualify me from consideration for employment and may result in my dismissal if discovered at a later time. I authorize any person, school, current and former employer, organization, agency, or other entity to provide information relevant to such investigation and hereby release all persons, schools, current and former employers, organizations, agencies, and other entities from all liability to me pursuant to the investigation.

I understand that if I am employed by the court: (1) employment is contingent upon furnishing evidence of identity and employment eligibility and passing a medical examination, although a disability will not be a determinate unless a bona-fide job requirement cannot be met through reasonable accommodation; and (2) hours of work and other working conditions are subject to change at the discretion of the Court and employment may terminate at anytime.

If employed, and for the duration of my employment with the court, I acknowledge I must provide immediate notification to the Court Human Resources Office if I am arrested or charged with a criminal offense. I further acknowledge that if employed by the court in a position that involves driving a motor vehicle, 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 _____
