

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.alleghencycourts.us](http://www.alleghencycourts.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:

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**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.)*

<b>1)</b>	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"/>			

<b>2)</b>	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"/>				
<b>3)</b>	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"/>				
<b>4)</b>	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

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

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