

EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Degree/Diploma
High School				

SPECIAL SKILLS AND LICENSES

Dictation Equipment: Yes No Personal Computer: Yes No Other: _____

Kind/Type of Software Used: _____

Please list any special licenses and/or certifications you may think applicable to the position for which you are applying: _____

EMPLOYMENT HISTORY

1. From: _____ To: _____ May we contact your employer: Yes No

Name of Present or Last Employer: _____

Employer's Address: _____ Phone No.: _____
Number and Street

City State Zip Code

Your Title: _____ Your Supervisor's Name: _____

Your Salary: _____ per: _____ Your Reason for Leaving: _____

Your Duties and Responsibilities: _____

2. From: _____ To: _____ May we contact your employer: Yes No

Name of Present or Last Employer: _____

Employer's Address: _____ Phone No.: _____
Number and Street

City State Zip Code

Your Title: _____ Your Supervisor's Name: _____

Your Salary: _____ per: _____ Your Reason for Leaving: _____

Your Duties and Responsibilities: _____

EMPLOYMENT HISTORY (CONTINUED)

3. From: _____ To: _____ May we contact your employer: Yes No

Name of Present or Last Employer: _____

Employer's Address: _____ Phone No.: _____
Number and Street

City _____ State _____ Zip Code _____

Your Title: _____ Your Supervisor's Name: _____

Your Salary: _____ per: _____ Your Reason for Leaving: _____

Your Duties and Responsibilities: _____

4. From: _____ To: _____ May we contact your employer: Yes No

Name of Present or Last Employer: _____

Employer's Address: _____ Phone No.: _____
Number and Street

City _____ State _____

Your Title: _____ Your Supervisor's Name: _____

Your Salary: _____ per: _____ Your Reason for Leaving: _____

Your Duties and Responsibilities: _____

Please explain any additional knowledge, skills, and abilities not previously discussed which may be of a qualifying nature or help to you in establishing your eligibility. Include projects, community or volunteer activities, etc.

CERTIFICATION SECTION

ATTENTION: PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING THIS DOCUMENT!

As an applicant for employment with Montgomery County Common Pleas Court, General Division, I understand and agree that the Court may make a thorough investigation of my past employment and activities. (This may include, but not be limited to, a motor vehicle operator and police record investigation.) I hereby release you, your organization or others from any liability or damages which may result from the exchange of the information requested.

I ALSO CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN OR AT ANY STEP OF THE EMPLOYMENT PROCESS ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND A FALSE ANSWER MAY BE GROUNDS FOR DISMISSAL FROM EMPLOYMENT WITH THE MONTGOMERY COUNTY COMMON PLEAS COURT, GENERAL DIVISION.

Signature

Date