



**Employment History Starting with Most Recent**

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No

**References**

*Please list three references such as employers, teachers or professors.*

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Availability**

*Dates Available*

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

*Days Available*

*Hours Available*

- Monday \_\_\_\_\_
- Tuesday \_\_\_\_\_
- Wednesday \_\_\_\_\_
- Thursday \_\_\_\_\_
- Friday \_\_\_\_\_

Please note any unique circumstances:

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**Attention: Please Read the Following**

As an applicant for Intern Service with the 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 information requested.

I also certify that all statements contained herein or at any step of the internship process are true, complete, and correct to the best of my knowledge. I understand a false answer may be grounds for dismissal from internship with the Montgomery County Common Pleas Court, General Division.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return to [Human.Resources@montcourt.oh.gov](mailto:Human.Resources@montcourt.oh.gov). Thank you.