



# ELEVENTH JUDICIAL CIRCUIT ADMINISTRATIVE OFFICE OF THE COURTS EMPLOYMENT APPLICATION

Equal Opportunity Employer

[www.jud11.flcourts.org](http://www.jud11.flcourts.org)

This application form is adapted from the State of Florida Application produced by the Florida Department of Management Services.

## General Instructions:

- Type or print this application in its entirety if you wish to be considered for employment with the Eleventh Judicial Circuit.
- Specify the position for which you are applying. (Note: A separate application must be submitted for each position.)
- Sign your name in the Certification Section (Section VII). All information is subject to verification.
- Submit your application to the Eleventh Judicial Circuit Personnel Division, L.E.T. Courthouse Center, 175 NW 1<sup>st</sup> Avenue, Suite 2702, Miami, Florida 33128, no later than the close of business on the announced deadline date.
- Notify the Personnel Division if you require reasonable accommodations to participate in the application/selection process.
- Use of this form is valid in application for Eleventh Judicial Circuit positions only and will be retained for a period of six months from the date of application.

<b>POSITION APPLYING FOR:</b>		<b>DATE OF APPLICATION:</b>	
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## I. APPLICANT INFORMATION

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

The 11th Judicial Circuit Court, Administrative Office of the Courts, Human Resources collects your Social Security Number for the following purposes: identification and verification, reconciliation, tracking, creating a record of your employment application and maintaining your password account. Social Security Numbers are also used as a unique numeric identifier and may be used for search purposes.

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY THIS OFFICE IN THE PAST? YES NO

If yes, please give your dates of employment and the position that you held.

DO YOU HAVE ANY RELATIVES EMPLOYED BY THE ELEVENTH JUDICIAL CIRCUIT? YES NO

If yes, how are they related to you?

## II. BACKGROUND INFORMATION

**Note:** A "Yes" answer to any of these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered.

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A FIRST DEGREE MISDEMEANOR? YES NO

IF "YES", WHAT CHARGES? \_\_\_\_\_

WHERE CONVICTED? \_\_\_\_\_ DATE OF CONVICTION: \_\_\_\_\_

HAVE YOU EVER PLED NOLO CONTENDERE, GUILTY, HAD THE ADJUDICATION WITHHELD OR ARE YOU NOW UNDER CHARGES FOR A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR? YES NO

IF "YES", WHAT CHARGES? \_\_\_\_\_

WHERE? \_\_\_\_\_ DATE: \_\_\_\_\_

**III. CITIZENSHIP**

The Eleventh Judicial Circuit hires only U.S. citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.

ARE YOU A U.S. CITIZEN OR ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? YES NO

**IV. EDUCATION****HIGH SCHOOL**

NAME/LOCATION OF SCHOOL: \_\_\_\_\_

RECEIVED: DIPLOMA YES NO OTHER (SPECIFY): \_\_\_\_\_

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: \_\_\_\_\_

**COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL**

NAME OF SCHOOL	LOCATION	DATES ATTENDED		CREDIT HOURS EARNED	MAJOR/MINOR COURSE OF STUDY	TYPE OF DEGREE EARNED
		FROM	TO			

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: \_\_\_\_\_

**JOB-RELATED TRAINING OR COURSE WORK (VOCATIONAL, TRADE, GOVERNMENTAL, BUSINESS, ARMED FORCES, ETC.)**

NAME OF SCHOOL	LOCATION	DATES ATTENDED		COURSE OF STUDY	TRAINING COMPLETED?
		FROM	TO		

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: \_\_\_\_\_

**LICENSE, REGISTRATION, CERTIFICATION EXAMPLES: Driver License, Teacher Certification, RN, LPN, PE, CPA, Etc.**

LICENSE, REGISTRATION OR CERTIFICATION	NUMBER	RECEIVED DATE	EXPIRATION DATE	STATE LICENSING AUTHORITY

NAME, IF DIFFERENT ON LICENSE, REGISTRATION, CERTIFICATION, ETC: \_\_\_\_\_

**KNOWLEDGE, SKILLS AND ABILITIES** List all knowledge, skills and abilities you possess that are **relevant** to the position you seek, such as computer skills, fluency in language(s), operation of office equipment, etc.

## V. EMPLOYMET RECORD

List your previous employment history starting with your present or most recent employment, including military service and job-related volunteer work. Use a separate block to describe each position or gap in employment. All information in this section must be completed.

**A** NAME OF EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YOUR JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

DATES OF EMPLOYMENT: FROM: \_\_\_\_\_

TO: \_\_\_\_\_

HOURS PER WEEK: \_\_\_\_\_

DUTIES AND RESPONSIBILITIES:

REASON FOR LEAVING:

**B** NAME OF EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YOUR JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

DATES OF EMPLOYMENT: FROM: \_\_\_\_\_

TO: \_\_\_\_\_

HOURS PER WEEK: \_\_\_\_\_

DUTIES AND RESPONSIBILITIES:

REASON FOR LEAVING:

**C** NAME OF EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YOUR JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

DATES OF EMPLOYMENT: FROM: \_\_\_\_\_

TO: \_\_\_\_\_

HOURS PER WEEK: \_\_\_\_\_

DUTIES AND RESPONSIBILITIES:

REASON FOR LEAVING:

D NAME OF EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

YOUR JOB TITLE: \_\_\_\_\_ SUPERVISOR'S NAME: \_\_\_\_\_

DATES OF EMPLOYMENT: FROM: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

DUTIES AND RESPONSIBILITIES:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REASON FOR LEAVING:  
 \_\_\_\_\_

**VI. REFERENCES**

Please list 3 **Business** References that we may contact.

A COMPANY/AGENCY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

CONTACT'S POSITION: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

B COMPANY/AGENCY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

CONTACT'S POSITION \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

C COMPANY/AGENCY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

CONTACT'S POSITION \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

**VII. CERTIFICATION**

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of the Eleventh Judicial Circuit for employment purposes. This consent shall continue to be effective during my employment if I am hired. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are **true, correct, complete, and made in good faith.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**VIII. EEO SURVEY**

The Eleventh Judicial Circuit will use information concerning ethnicity, sex, age and disability for affirmative action purposes only, consistent with and pursuant to its obligation under federal law. Answers to these questions are voluntary, and will be kept confidential.

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

HOW DID YOU HEAR ABOUT THIS POSITION? INTERNAL POSTING      COURT'S WEB SITE      NEWSPAPER  
COLLEGE/UNIVERSITY POSTING      PUBLICATION      ONLINE (Specify):

OTHER (Specify):

GENDER:    MALE      FEMALE      DATE OF BIRTH:

RACE/ETHNIC GROUP (CHECK ONLY ONE):

WHITE/ NON-HISPANIC

BLACK/ NON-HISPANIC

HISPANIC

ASIAN OR PACIFIC ISLANDER

AMERICAN INDIAN OR ALASKAN NATIVE

OTHER (Specify):