

KANSAS JUDICIAL BRANCH
APPLICATION FOR EMPLOYMENT

Read the job announcement thoroughly and apply only if you feel reasonably certain you meet the requirements. Clearly state your qualifications. Incomplete or illegible applications may be disqualified. Each section must be answered completely. If a question does not apply to you, write "N/A." If you need assistance with this application or any other part of the application process, please contact the person to whom the application is to be submitted.

Equal Opportunity Employer

We consider applicants for all positions, regardless of race, sex, religion, color, national origin, age, ancestry or disability.

Please print in black or blue ink or type:

Position applying for: _____

Location of position: _____ Date of application: _____

Name: _____
(Last) (First) (Middle) (Other name)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home phone: _____ Work phone: _____

Cell phone: _____ E-mail: _____

Social Security Number: _____ (Furnishing this number is voluntary. If provided, it will be used to distinguish persons with similar names)

1. Have you ever been employed by the Kansas Judicial Branch? Yes ___ No ___
2. Have you ever been fired from a job or forced or asked to resign? Yes ___ No ___
3. Have you ever been disciplined at work? Yes ___ No ___
4. Have you ever been convicted of a felony? (A conviction will not necessarily disqualify the applicant from employment)
Yes ___ No ___

If you answered 'Yes' to either question 2, 3, or 4, please explain on a separate piece of paper.

5. Do you have a valid Kansas driver's license? Yes ___ No ___ License # _____
6. If hired, can you provide proof of eligibility to work in the United States? (e.g., driver's license and social security card) Yes ___ No ___
7. Available to work: Full time ___ Part time ___ Temporary ___
8. If hired, what date would you be available for work? _____
9. If hired, are you available for travel? Yes ___ No ___

Give the name, address and telephone number of three references who are not related to you, stating the length of time known and the nature of the relationship:

Ref. #1: _____

Ref. #2: _____

Ref. #3: _____

EDUCATION

- 1. Do you have a ___ High School Diploma or GED ___ BA/BS ___ MA/MS ___ PhD/JD ___ Other (Vo-tech, etc.) _____?
- 2. If currently attending school, when do you expect to graduate? _____

School from which you received the required diploma or most recent school attended:

Address: _____

Attended from (dates): _____ to _____

Major course work: _____ Degree or Credit hours _____

If the position for which you applied requires a diploma or degree, you should be prepared to supply an official copy of the school transcript or diploma upon request.

EXPERIENCE

Describe each position you have held in the past 10 years, including individual positions with the same employer and military service. If necessary to meet the experience requirement for a position, you may report experience prior to the past 10 years. Begin with your current or most recent position and work backwards. If you need more report sheets than are provided, you may attach additional pages to present the requested information, or attach a detailed resume.

From ___/___ to ___/___ Position Title: _____ Hours/Wk _____
Month/Year Month/Year

Name and address of Employer _____

Immediate Supervisor _____ Telephone: _____

Ending Salary: _____ Number of people supervised: _____

Duties (state % of time for major duties):

Reason for leaving? _____

From ___/___ to ___/___ Position Title: _____ Hours/Wk _____
Month/Year Month/Year

Name and address of Employer _____

Immediate Supervisor _____ Telephone: _____

Ending Salary: _____ Number of people supervised: _____

Duties (state % of time for major duties):

Reason for leaving? _____

From ___/___ to ___/___ Position Title: _____ Hours/Wk _____
Month/Year Month/Year
Name and address of Employer _____
Immediate Supervisor _____ Telephone: _____
Ending Salary: _____ Number of people supervised: _____
Duties (state % of time for major duties):

Reason for leaving? _____

From ___/___ to ___/___ Position Title: _____ Hours/Wk _____
Month/Year Month/Year
Name and address of Employer _____
Immediate Supervisor _____ Telephone: _____
Ending Salary: _____ Number of people supervised: _____
Duties (state % of time for major duties):

Reason for leaving? _____

OTHER RELEVANT EXPERIENCE

1. Can you type? Yes _____ No _____ At what speed? _____
2. Describe your computer experience in detail:
3. After reviewing the duties of this position, please describe any additional activities, training, or experience that qualify you for the position for which you are applying:

ACKNOWLEDGMENT AND AUTHORIZATION FOR RELEASE OF INFORMATION

I understand and agree that:

1. The Judicial Branch may conduct an investigation of my work history and other relevant background and may verify all data given in or relating to my application for employment. **By signing this authorization, I authorize such investigation and the giving and receiving of any information requested by the Judicial Branch, including any documents or other information relating to my employment history, and I release from liability any person giving or receiving such information, including employers, supervisors and co-workers if contacted.** I also acknowledge and agree that any job offer that is made to me may be conditioned upon the results of a criminal history check, which I hereby authorize.
2. By signing this application, I am verifying that the information given by me in this application is true and correct. I understand that any false or misleading information may prevent my being hired, or, if hired, may subject me to immediate dismissal.
3. I understand that any offer of employment may be conditional upon my providing further information as required by the Judicial Branch, including but not limited to transcripts from educational institutions or degrees, if required, or executing additional consents to release of information, if required.
4. I understand this application is submitted for this position only. Employer has no obligation to keep the application on file or to consider me for future openings.
5. I represent that I can perform the essential functions of the position for which I am applying, with or without a reasonable accommodation.

Applicant's Signature

Date Signed

Printed Name of Applicant

APPLICANT CHARACTERISTIC SURVEY

TO ALL APPLICANTS: The information requested below will in NO WAY affect you as an individual applicant. This information is necessary because the Kansas Judicial Branch is undertaking a study of its recruitment, selection, and appointment methods. Information collected from the applicant characteristic survey will be kept separate, part from the personnel files, in a limited access file and will be used for statistical compilation and analysis.

THIS WILL NOT BE USED FOR EMPLOYMENT DECISIONS

INSTRUCTIONS: Please circle the correct number in each question.

- A. What is your age group?
 - 1. 19 or less
 - 2. 20-29 years
 - 3. 30-39 years
 - 4. 40-49 years
 - 5. 50-59 years
 - 6. 60-69 years

- B. What is your sex?
 - 1. Male
 - 2. Female

- C. What is the highest level of education you have completed?
 - 1. 0-8 years
 - 2. 9-12 years, but no high school diploma
 - 3. High school graduate, or equivalent (e.g., G.E.D.)
 - 4. Post High school or business school training
 - 5. College, less than B.A., or B.S., or similar degree
 - 6. B.A., or B.S., or similar degree
 - 7. M.A., or M.S., or similar degree
 - 8. Ph.D., or J.D. or similar degree

- D. Of the following, which racial/ethnic group do you consider yourself a member?
 - 1. African-American or Black Non-Hispanic
 - 2. American Indian or Alaskan Native Non-Hispanic
 - 3. American Indian or Alaskan Native and White Non-Hispanic
 - 4. American Indian or Alaskan Native and Black Non-Hispanic
 - 5. Asian Non-Hispanic
 - 6. Asian and White Non-Hispanic
 - 7. Black and White Non-Hispanic
 - 8. Hispanic or Latino
 - 9. Native Hawaiian or Other Pacific Islander Non-Hispanic
 - 10. White Non-Hispanic
 - 11. Two or More Races Not Described Above

- E. How did you learn about this job?
 - 1. Newspaper
 - 2. Kansas Job Service Center
 - 3. Court Employee
 - 4. Friend
 - 5. School Placement Center
 - 6. A State Agency
 - 7. Community Organization
 - 8. Internet
 - 9. Notice of Vacancy Report
 - 10. Other

Position you are applying for: _____ Date: _____

County you applied in: _____

IMPORTANT TO COURT EMPLOYEES:

This survey MUST be separated upon acceptance of the application, and separately filed, from applicant files.