



**Court of Appeals of Ohio
Tenth Appellate District**

373 South High Street, 24th Floor
Columbus, OH 43215

EMPLOYMENT APPLICATION

(PLEASE TYPE OR PRINT LEGIBLY)

GENERAL INFORMATION

Social Security Number _____

Last Name _____ First Name _____ Middle Initial _____

Street Address _____

City _____ State _____ Zip Code _____

Phone: (Include Area Code) Home _____

Work (Optional) _____

Are you interested in:

Full-time permanent work? YES NO

Part-time permanent work? YES NO

Position Desired: _____

Application accepted for posted positions only.

EDUCATION

| | Name and Address of School | Course Work | Degree |
|-------------------------|----------------------------|-------------|--------|
| High School | | | |
| College (Undergraduate) | | | |
| College (Law School) | | | |
| Other | | | |
| | | | |
| | | | |
| | | | |
| | | | |

TRAINING AND OTHER QUALIFICATIONS

If applying for a clerical position: TYPING SPEED: _____ SHORTHAND SPEED: _____

If you have received TRAINING in an area which you feel is relevant to the position(s) for which you are applying, please submit the following information (do not include training gained as a part of your education as previously described).

| Type of Training | Organization | Length of Training | Subject(s) Covered |
|------------------|--------------|--------------------|--------------------|
|------------------|--------------|--------------------|--------------------|

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

In the area below, please describe briefly any additional information or special qualifications you have for the position(s) requested. Include special machines or equipment you operate, hobbies which have taught you qualifying skills, etc.

EXPERIENCE

In the areas below, please list past work experience beginning with the most recent employment. If the title and duties changed materially in the course of your service in any one organization, indicate such changes clearly and as separate employments. Attach extra sheets if necessary. Volunteer work may also be included as employment.

Employer's name and address _____

Length of employment _____ FROM: mo. _____ yr. _____ TO: mo. _____ yr. _____

Reason for leaving _____ Supervisor _____

Position (job title and classification) _____ Salary: beginning _____ ending _____

Duties performed _____

Employer's name and address _____

Length of employment _____ FROM: mo. _____ yr. _____ TO: mo. _____ yr. _____

Reason for leaving _____ Supervisor _____

Position (job title and classification) _____ Salary: beginning _____ ending _____

Duties performed _____

Employer's name and address _____

Length of employment _____ FROM: mo. _____ yr. _____ TO: mo. _____ yr. _____

Reason for leaving _____ Supervisor _____

Position (job title and classification) _____ Salary: beginning _____ ending _____

Duties performed _____

Employer's name and address _____
Length of employment _____ FROM: mo. _____ yr. _____ TO: mo. _____ yr. _____
Reason for leaving _____ Supervisor _____
Position (job title and classification) _____ Salary: beginning _____ ending _____
Duties performed _____

GENERAL QUESTIONS

Check One

1. Have you ever been employed by the state, city, township, or county service of Ohio? YES NO
If YES, please describe: _____

2. Have you ever been convicted of any felony? YES NO
If YES, please describe: _____

3. Can you perform the job-related requirements of the specific job for which you are applying with or without reasonable accommodation as those functions have been set out in the position description? YES NO
If NO, please describe any required accommodation(s): _____

MISCELLANEOUS

1. Will you be able to work during the days and hours required for the position(s) for which you are applying? YES NO
If NO, please explain: _____
2. Do you have any commitment to another employer that might affect your employment with the Court? YES NO
If YES, please explain: _____
3. If hired, can you furnish proof that you are eligible to work in the United States? YES NO
4. Has someone with whom you have a significant relationship (familial, marital or other) been engaged in criminal or civil litigation or other court proceedings within the past five years? YES NO
If YES, please state,
Name(s) of each such person: _____

Relationship to you: _____

Nature of the litigation or proceeding: _____

5. Are you related by consanguinity (blood) or affinity (marriage), to and including second cousins, to a Judge or an employee of this court? YES NO

PROFESSIONAL REFERENCES

Please list the name and addresses of three individuals, other than relatives, whom we may contact for a **Professional Recommendation**.

| Name | Address | City | State | Zip Code | Phone |
|----------|---------|-------|-------|----------|-------|
| 1. _____ | _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ | _____ |

AUTHORIZATION

Have you any objections to this office making inquiries of your present and past employers regarding your character, qualifications, or abilities? YES NO

If YES, please explain _____

If NO, please sign the following:

The Tenth District Court of Appeals is hereby authorized to make any investigation of my personal, educational, employment and financial history, and credit record which is job related concerning my character, general reputation, personal characteristics, qualifications or ability. I hereby waive all provisions of law forbidding colleges or universities which I attend(ed), or past employers, from disclosing any knowledge or information relevant to my employment and I hereby consent that they may disclose such knowledge or information to the Court of Appeals of Ohio, Tenth Appellate District.

Signature of Applicant: _____

NOTICE

I understand that prior to being appointed to a position with the Court it will be necessary to be fingerprinted and photographed for identification and criminal record check purposes.

OATH - Application will not be accepted if this oath is not signed.

I solemnly swear or affirm that the facts set forth in my application are true and complete. I understand that if appointed, any false statement on this application may result in my dismissal and/or subject me to prosecution under **Ohio Revised Code Section 2921.13**.

Signature of Applicant: _____

Date: _____

**ALL EMPLOYMENT WITH THE COURT OF APPEALS OF
OHIO, TENTH APPELLATE DISTRICT IS AT-WILL.**