

2ND 25TH JUDICIAL DISTRICT

THIS APPLICATION MUST BE FILLED OUT IN INK OR TYPED AND MUST BE COMPLETED PROPERLY TO BE CONSIDERED:

Position Applied For	Date of Application
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Last Name	First Name	Maiden Name	Middle Name
Address	City	State	Zip Code
Telephone Number		Social Security Number	
Email address			

Have you ever filed an application with us before ? Yes _____ No _____

If Yes, give date _____

Are you presently employed ? Yes _____ No _____

May we contact your employer ? Yes _____ No _____

Are you prevented from lawfully becoming employed in this country because of Visa or immigration Status ? Yes _____ No _____

Date you will be available to start

Do you have a car available for full-time use ? Yes _____ No _____

Can you travel if the job requires it ? Yes _____ No _____

Name, address, and phone number of person other than your spouse who would normally know how to contact you.

Show location where you can work, giving reasons for your preference.
Anywhere in the: City of _____ County of _____

EDUCATION				
	Name & Address Of School	Course Of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate School				
Vocational or Business School				
Other (Specify)				

Other information related to your educational background which you consider important to the position for which you are applying:

Describe any specialized training, apprenticeship, skills and extracurricular activities:

Indicate any foreign languages you can speak, read or write.			
	FLUENT	GOOD	FAIR
Speak			
Read			
Write			

Have you ever been fired or asked to resign in the last five years ? Yes _____ No _____

If so, give details and name and address of company:

Have you ever been convicted of any violation of law other than traffic offenses ?

Yes _____ No _____ If so, give details.

Are there any charges pending against you at this time ? Yes _____ No _____

If so give details _____

Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution?

Yes _____ No _____

Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?

Yes _____ No _____

Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?

Yes _____ No _____

****A new employee of the ISF has a continued affirmative duty to disclose any such previous misconduct and any misconduct thereafter.**

Indicate the types of work you would accept using “ Yes “, “ No “, or “ Maybe”.

_____	permanent	_____	temporary
_____	full – time	_____	part – time
_____	day work	_____	night work
_____	weekends	_____	work extra with compensation
			(time given in lieu of payment)

Explain those blanks marked “ No “ or “ Maybe “.

Specialized Skills (Check Skills)			
_____	Typewriter (Wpm)	_____	WordPerfect
_____	Fax	_____	PC
_____		Calculator	_____

EXPERIENCE - Start with your present or last job. Include any paid or unpaid, full or part – time, military service assignments, summer jobs, etc. **NOTE:** May we contact any previous supervisors to verify your description of past duties?

Employer	Address & Phone Number
Starting Salary Ending Salary	Name of Immediate Supervisor
Start Date:	
Reason For Leaving	Description of Duties
Date Left:	
Employer	Address & Phone Number
Starting Salary Ending Salary	Name of Immediate Supervisor
Start Date:	
Reason For Leaving	Description of Duties
Date Left:	
Employer	Address & Phone Number
Starting Salary Ending Salary	Name of Immediate Supervisor
Start Date:	
Reason For Leaving	Description of Duties
Date Left:	
Employer	Address & Phone Number
Starting Salary Ending Salary	Name of Immediate Supervisor
Start Date:	
Reason For Leaving	Description of Duties
Date Left:	

Other Qualifications:

If you need additional space, please continue on the back.

Give the names and addresses of three persons for reference (Other than relatives) who know you personally and who are willing to certify to your **character**, **ability**, and **experience**. Do not use the name of former employers.

Name	Address	Phone Number

Note to Applicant: DO NOT ANSWER UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such job or occupation is attached.

Yes _____ No _____

I certify that answers given are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed six (6) months. Any applicant wishing to be considered for employment beyond this time period should notify us in writing.

I hereby understand and acknowledge that unless otherwise defined by applicable law any employment relationship with this organization is of an "at will" nature which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY
Date Received Application:
Arranged Interview Yes _____ No _____ Date _____
Employed Yes _____ No _____
Names of People/Person Conducting Interview
<u>NOTES:</u>