



**Allen County Court of Common Pleas**  
**Probate & Juvenile Divisions**

**APPLICATION for EMPLOYMENT**

Revised: 9/10/2020

**BIOGRAPHICAL / RESIDENTIAL INFORMATION**

Name (printed): \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s): \_\_\_\_\_  
(Maiden Name if applicable) (Junior, II, III, Etc.)

Drivers License No.: \_\_\_\_\_ Issuing State: \_\_\_\_\_  
(Or State I.D.)

Current Address: \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)  
\_\_\_\_\_  
(City) (State) (Zip)

Previous Address: \_\_\_\_\_  
(Most Recent) (Number) (Street, Road, Etc.) (Apt. / Unit / Suite)  
\_\_\_\_\_  
(City) (State) (Zip)

**CONTACT INFORMATION**

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

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

- Note: If no phone number is available, please provide us with the name and number of a contact person.

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**DESIRED TYPE OF WORK (Check all that apply)**

- Full Time
- Part Time
- Intermittent
- Any Available

- Clerks Office
- Probation
- Intervention
- Detention Center
- Support Services
- Court Security
- Maintenance & Custodial Services
- Specific Position: \_\_\_\_\_

**CONFIDENTIAL**

**Background Check Authorization for Judicial & Criminal Justice Purposes**

**Allen County Court of Common Pleas**  
**Probate & Juvenile Divisions**

Pursuant to Ohio Administrative Code: 5139-37-05(A)(2)(a-c), All applicants seeking direct-care appointment are required to submit, as a pre-condition of employment, to testing for illegal drug use and to a criminal background check by the Ohio Bureau of Criminal Investigation & Identification, which shall include providing fingerprint impressions or digital scans.

**Statement of Consent and Understanding Regarding Background Investigation**

By affixing my signature below I acknowledge and understand that the Probate & Juvenile Court requires a high degree of integrity and confidentiality of its employees and that the nature of this employment requires that I do not have a history of unlawful activities. I also understand and accept that the nature of my employment is such that various law enforcement entities, public agencies, and service providers must be confident in my ability to maintain confidentiality and I must avoid acts which are unlawful or which might reflect negatively upon the Court or its community partners in both my public and private conduct in order that the public's trust in the judiciary might be steadfastly maintained. I therefore acknowledge and understand that it will be necessary for the Probate & Juvenile Court to conduct a thorough investigation into my background. I agree to provide my date of birth and social security number solely to assist in the completion of my background investigation.

**Date of Birth:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **S.S.N.:** **To be collected by Court H.R. Personnel**

By affixing my signature below, I hereby authorize Allen County Probate and Juvenile Court and its designated agents or representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer/investigative report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county, or other municipal jurisdictions; driving records, birth records, and any other public, private, or corporate record.

I further authorize any individual, company, firm, corporation, private business, or public agency (including the United States Social Security Administration and any law enforcement agency) to divulge any and all information, verbal or written, pertaining to me, to the Probate & Juvenile Divisions of the Allen County Court of Common Pleas or their agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, private business, or public agency may have, to include information or data received from other sources.

I hereby release the Probate & Juvenile Divisions of the Allen County Court of Common Pleas, the United States Social Security Administration, any individual, company, firm, corporation, private business, other public agencies, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

**Applicant**  
**Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## EQUAL OPPURTUNITY EMPLOYMER & CRIMINAL HISTORY POLICY STATMENT

The Probate & Juvenile Divisions of the Allen County Court of Common Pleas are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. While an individual's criminal history is not considered as part of the initial application screening process, applicants should be aware that a complete criminal history will be obtained and considered prior to an offer of employment as part of the background/character investigation process.

### CURRENT EMPLOYER'S INFORMATION

Check this box if you are currently unemployed.

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)

\_\_\_\_\_  
(City) (State) (Zip)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Current Position / Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Current Supervisor's Name: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Can we contact this employer?  Yes  No

**Describe your duties, responsibilities, equipment operated, promotions, accomplishments, etc.:**

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**Why do you want to leave the position?**

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**PREVIOUS EMPLOYMENT HISTORY & WORK EXPERIENCE**

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)

\_\_\_\_\_  
(City) (State) (Zip)

**Phone:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Salary: Start** \_\_\_\_\_ **End** \_\_\_\_\_

**Dates Employed: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Describe your duties, responsibilities, equipment operated, promotions, accomplishments, etc.:**

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**Why did you leave the position?**

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**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)

\_\_\_\_\_  
(City) (State) (Zip)

**Phone:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Salary: Start** \_\_\_\_\_ **End** \_\_\_\_\_

**Dates Employed: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Describe your duties, responsibilities, equipment operated, promotions, accomplishments, etc.:**

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**Why did you leave the position?**

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**PREVIOUS EMPLOYMENT HISTORY & WORK EXPERIENCE (Continued)**

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)

\_\_\_\_\_  
(City) (State) (Zip)

**Phone:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Salary: Start** \_\_\_\_\_ **End** \_\_\_\_\_

**Dates Employed: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Describe your duties, responsibilities, equipment operated, promotions, accomplishments, etc.:**

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**Why did you leave the position?**

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**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)

\_\_\_\_\_  
(City) (State) (Zip)

**Phone:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Salary: Start** \_\_\_\_\_ **End** \_\_\_\_\_

**Dates Employed: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Describe your duties, responsibilities, equipment operated, promotions, accomplishments, etc.:**

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**Why did you leave the position?**

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**PREVIOUS EMPLOYMENT HISTORY & WORK EXPERIENCE**

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)

\_\_\_\_\_  
(City) (State) (Zip)

**Phone:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Salary: Start** \_\_\_\_\_ **End** \_\_\_\_\_

**Dates Employed: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Describe your duties, responsibilities, equipment operated, promotions, accomplishments, etc.:**

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**Why did you leave the position?**

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**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)

\_\_\_\_\_  
(City) (State) (Zip)

**Phone:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Salary: Start** \_\_\_\_\_ **End** \_\_\_\_\_

**Dates Employed: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Describe your duties, responsibilities, equipment operated, promotions, accomplishments, etc.:**

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**Why did you leave the position?**

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**ACADEMIC INFORMATION**

**High School Attended:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)  
\_\_\_\_\_  
(City) (State) (Zip)

**Did you graduate?** [ ] Yes ( Year? \_\_\_\_\_ ) [ ] \*No ( Obtained G.E.D.? [ ] Yes [ ] No )

**Final Grade Point Average:** \_\_\_\_\_ **Class Rank:** \_\_\_\_\_ out of \_\_\_\_\_

**Awards, Activities, Athletics, Clubs, Groups, etc.:**

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**University, College, or Trade School Attended:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)  
\_\_\_\_\_  
(City) (State) (Zip)

**Did you graduate?** [ ] No [ ] Yes - Year? \_\_\_\_\_ **Final Grade Point Average:** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Recognitions:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**Awards, Activities, Athletics, Clubs, Groups, Volunteer Work, etc.:**

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**PERSONAL REFERENCES (Do not include persons related to you by blood or marriage)**

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

Address: \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)

\_\_\_\_\_  
(City) (State) (Zip)

Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_ eMail: \_\_\_\_\_

Are you related to this person either by blood or by marriage? [ ] Yes [ ] No

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

Address: \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)

\_\_\_\_\_  
(City) (State) (Zip)

Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_ eMail: \_\_\_\_\_

Are you related to this person either by blood or by marriage? [ ] Yes [ ] No

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

Address: \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)

\_\_\_\_\_  
(City) (State) (Zip)

Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_ eMail: \_\_\_\_\_

Are you related to this person either by blood or by marriage? [ ] Yes [ ] No

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

Address: \_\_\_\_\_  
(Number) (Street, Road, Etc.) (Apt. / Unit / Suite)

\_\_\_\_\_  
(City) (State) (Zip)

Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_ eMail: \_\_\_\_\_

Are you related to this person either by blood or by marriage? [ ] Yes [ ] No

## PERSONAL INFORMATION

- Do you currently have a valid driver's license?  Yes  No
  - If you answered "No" due to a suspension, do you have work privileges?  Yes  No
- Are you a veteran of the United States Armed Services?  Yes  No
  - If you answered "Yes," please provide the following additional information:
    - In which branch of armed forces did you serve? \_\_\_\_\_
    - Your dates of service are from \_\_\_\_\_ to \_\_\_\_\_.
    - Was your discharge honorable?  Yes  No
- Are you applying for this position subsequent to a "layoff" or "reduction in workforce" from a previous employer?  Yes  No
- Are you a U.S. citizen?  Yes  No  No, I am a legal resident alien.
  - If you answered "No," can you verify your ability to work and receive compensation?

### Statement of Consent and Understanding Regarding Conditions of Employment

1. By affixing my signature below I acknowledge, understand, and accept that an offer of employment with the Probate and Juvenile Divisions of the Allen County Common Pleas Court is conditional upon my passing any medical, psychological, physical, skill-based or aptitude examinations deemed necessary to determine my ability to perform the essential functions of the position offered.
2. I further understand that if any information provided by me as part of this application, during the interview process, or during any period of employment is found to be false or misleading my application may be disqualified and, if such is determined to be the case subsequent to my having begun employment, I may be subject to disciplinary action including termination of employment.
3. I further understand that the Probate & Juvenile Divisions of the Allen County Common Pleas Court requires a high degree of integrity and confidentiality of its employees and that the nature of this employment requires that I do not have a history of unlawful activities.
4. I further understand that the discovery of previous activities or future acts that violate federal, state, or local laws, or the Ohio Supreme Court's code of judicial conduct can result in the termination of employment and may result in criminal prosecution.
5. I further understand that any previous or future conduct which violates the rights of children shall be grounds for immediate termination and possible criminal prosecution.
6. I further understand that the nature of my employment with the Court may include exposure to hostile persons whether they are juvenile detainees, adult inmates, litigants, distressed family members, or other members of the public under emotional duress.
7. I further understand that employment with the Probate & Juvenile Divisions of the Allen County Common Pleas Court will require, upon appointment, for me to swear or affirm an oath to uphold the Constitutions and laws of the United States of America and of the State of Ohio.
8. I further state that all information furnished in the employment application and my resumé (if provided) is true, accurate, and complete to the best of my knowledge.
9. I hereby authorize the investigation of all statements contained in this application.

**Applicant  
Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_