

RICHLAND COUNTY COURT OF COMMON PLEAS

JUVENILE DIVISION

W. STEVE MCKINLEY, JUDGE

- APPLICATION FOR EMPLOYMENT -

The Richland County Court of Common Pleas, Juvenile Division, is an Equal Opportunity Employer. We consider all applications for all positions without regard to race, color, religion, gender, age, ancestry, nation origin, veteran status, disability or any other status protected by law.

THIS APPLICATION WILL REMAIN ACTIVE FOR A PERIOD OF TIME NOT TO EXCEED 120 DAYS UPON SIGNING.

→ **When completing this application, please print. Do not leave any questions blank. Do not substitute "see resume" for any requested information.**

PERSONAL INFORMATION

Last Name First Name Middle

Street Address City, State, Zip Code

Phone Number Social Security Number Email Address (Optional)

Desired Position:	Desired Wage: \$
I am available to work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Call-In Substitute <input type="checkbox"/> Seasonal	I am available to begin work on this date: _____/_____/_____

Are you legally eligible for employment in the United States? Yes No

Are you 18 years of age or older? Yes No

If driving a motor vehicle is a required job duty, do you hold a valid Ohio Driver License? Yes No

Can you meet the job requirements of regular and punctual attendance? Yes No

Have you ever been previously employed by the Court or Richland County? Yes No

If applying for a Detention position, are you available to work weekends? N/A Yes No

What shifts are you available to work? 1st 2nd 3rd

How did you learn of the Richland County Juvenile Court and the position for which you are applying?

- IMPORTANT NOTICE ON ELIGIBILITY FOR EMPLOYMENT -

I understand that pursuant to OAC 5139-37-05(A) and PREA (Prison Rape Elimination Act), applicants who have been convicted of, and/or who have pleaded guilty to certain criminal violations of the Ohio Revised Code may be prohibited from employment with the Richland Court of Common Pleas, Juvenile Division. I understand that a criminal records check is a condition of employment, including providing fingerprint impressions.

Applicant Initials

EDUCATION

School Name & Address	HIGH SCHOOL	COLLEGE/UNIVERSITY	GRADUATE/PROFESSIONAL
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Course of Study			
Diploma/Degree			
Grade Point Avg.			

SPECIALIZED SKILLS & TRAINING

→ *In the following categories, you may exclude any information which may reveal race, color, religion, gender, age, ancestry, nation origin, veteran status, disability or any other status protected by law.*

List any United States military training that may be related to the position for which you are applying:

List any specialized training, certification, licensure, apprenticeship, and extra-curricular or volunteer activities:

List any specialized skills (computer programs, language, equipment, etc.):

List any professional, trade, business or civic activities and positions/offices held:

State any additional information you feel may be helpful in considering your application:

EMPLOYMENT HISTORY

→ *List your current or most recent employer first. Incomplete information may prevent your application from being processed.*

Company Name:	Company Phone:
Address:	Employment Dates: <i>From:</i> _____ <i>To:</i> _____
Name & Title of Supervisor:	Salary/Wage: <i>Start:</i> _____ <i>Finish:</i> _____
Position Held & Job Duties:	Reason for Leaving:

Company Name:	Company Phone:
Address:	Employment Dates: <i>From:</i> _____ <i>To:</i> _____
Name & Title of Supervisor:	Salary/Wage: <i>Start:</i> _____ <i>Finish:</i> _____
Position Held & Job Duties:	Reason for Leaving:

Company Name:	Company Phone:
Address:	Employment Dates: <i>From:</i> _____ <i>To:</i> _____
Name & Title of Supervisor:	Salary/Wage: <i>Start:</i> _____ <i>Finish:</i> _____
Position Held & Job Duties:	Reason for Leaving:

Company Name:	Company Phone:
Address:	Employment Dates: <i>From:</i> _____ <i>To:</i> _____
Name & Title of Supervisor:	Salary/Wage: <i>Start:</i> _____ <i>Finish:</i> _____
Position Held & Job Duties:	Reason for Leaving:

REFERENCES

Name	Relationship	Years Known	Telephone Number

May we contact your current employer?

Yes No

APPLICANT'S CERTIFICATION & AGREEMENT

→ PLEASE READ CAREFULLY

I understand and acknowledge that any employment relationship with Judge W. Steve McKinley and the Richland County Court of Common Pleas, Juvenile Division, is, as a matter of law, an unclassified position, under Section 124.11(A)(10) of the Ohio Revised Code. I further understand and agree that my employment and compensation is entirely "at-will", meaning that neither are guaranteed for any period of time, that I have a right to resign or otherwise terminate my employment at any time, and that my employment and compensation may be modified or terminated, with or without cause, and with or without prior notice at any time, at the option of the appointing authority; and that I serve at the pleasure of my appointing authority, Judge W. Steve McKinley (Ohio Revised Code 2151.13). I understand that this Agreement supersedes any and all previous agreements made by any representative of the Court, and that any employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by Judge W. Steve McKinley.

I authorize the investigation of any and all of my background, qualifications and any other information from whomever the Court deems appropriate or desires, as I also authorize the release of any and all information by whomever the Court deems appropriate or desires. I release all parties from all liability for any damage that may result from furnishing this information to the Court. This release extends to all information deemed appropriate to be released by any requesting or releasing party, personal or otherwise, as well as to the Court itself, should it find it necessary at any time to release any information regarding myself or my employment record or status to any individual or organization the Court deems worthy of receiving such information. I recognize the right of the Court to treat, at its discretion, certain sources as confidential, and the right of the Court to withhold from me or my agent the names of such confidential sources, and any information obtained therefrom.

Further, I agree to take any lawful medical examination, chemical, drug or alcohol test upon request by the Court at its sole discretion as a condition of my employment, or, if hired, as a condition of my continued employment, at any time as deemed appropriate by the Court. I agree that my refusal to take any such examinations or tests immediately upon request may be cause for my not being hired, or if hired, may be cause for the immediate termination of my employment. I hereby release all persons or organizations conducting such examinations from any and all liability.

I certify that the information contained in this application is true and complete to the best of my knowledge, and I understand that if employed, *any* false or misleading information, or material omissions in this application or subsequent interviews shall be grounds for my termination from employment.

I further certify that I have read all of the foregoing, understand the same and do hereby voluntarily agree to all the provisions contained herein. I understand that this Agreement takes effect only if hired, and by accepting an employment offer, I accept this Agreement as the only and supreme Agreement, and that part of the wages paid for the first day of employment shall serve as sufficient consideration to bind this Agreement.

Applicant's Signature

Date

If you are hired, this employment application will become part of your official employment record.