



# STATE OF OREGON JUDICIAL DEPARTMENT EMPLOYMENT APPLICATION

**An Equal Opportunity Employer**

**This application form must be used to apply for jobs with the State of Oregon Judicial Department. Keep a completed copy of your application for your own record. Please read the following instructions. You will not be considered for a job if your application is incomplete.**

## INSTRUCTIONS

- Read the job announcement. If you believe that you are qualified, **fill out the application by typing or printing in ink.**
- Each job announcement lists the classification title and location of the position. Please show these on the application in the space provided.
- Applications that are incomplete or not signed and dated may be rejected. The application must be completed and submitted in its entirety.
- If a closing date is on the job announcement, your application must be received by that date unless other instructions appear on the announcement.
- All job announcements for nontemporary positions require that you prepare answers to questions appearing on the announcement in addition to filling out the application. These answers must be attached to the application when you submit it.
- Do not attach or enclose résumés, letters of reference, training records, academic transcripts, or examples of work with your application unless the job announcement directs you to do so.
- If, due to disability, you are unable to fill out the application form and responses to the supplemental questions, contact the Judicial Department Personnel Division for assistance at (503) 986-5930 (TDD (503) 986-5871) before the closing date listed on the announcement.
- If you are invited to interview and, due to disability, need accommodation to participate in the interview, contact the hiring authority listed on the job announcement for assistance.

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**STATE OF OREGON  
JUDICIAL DEPARTMENT**

**Applicant's Authorization to Release Information**

As an applicant for a position with the Oregon Judicial Department, I am required to furnish information for use in determining my qualifications and suitability to fill the position. I understand that any or all information contained in my application for employment may be subject to verification or investigation by the Judicial Department. I also understand that criminal history and driving records will be checked if, in the judgment of the Judicial Department, such are relevant to the position for which my application for employment is made.

For these purposes, I consent to the release of information concerning my qualifications and suitability by employers, educational institutions, law enforcement agencies, and other relevant individuals and agencies to any duly authorized agent of the Judicial Department.

I further consent to allow a photocopy of this release form, when presented by a duly authorized agent of the Judicial Department, to serve as a valid release even though the photocopy does not contain an original writing of my signature.

This release expires one year after the date it is signed.

Applicant's Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Applicant's Printed or Typed Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number/State \_\_\_\_\_



# JUDICIAL DEPARTMENT EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST M.I.

Address \_\_\_\_\_  
CITY STATE ZIP

Telephone No(s). \_\_\_\_\_  
RESIDENCE BUSINESS MESSAGE

Job Applied For (information may be found on job announcement)

Title \_\_\_\_\_

Location \_\_\_\_\_

**Federal Regulation:** Are you authorized to work in the United States?  Yes  No

The Federal Immigration Reform and Control Act requires individuals to provide, to an employer, documented proof that they are authorized to work in the United States. This proof must be provided to, and verified by, hiring authorities at the time of hire or no later than three business days after the date of hire.

Do you have a high school diploma or GED certificate?  Yes  No

## Colleges, Nursing, Military, Trades, Business or Other Schools Attended

Name of School and Location	Total No. of Hours	Type of Training or Major	Certificate or Degree Received
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Certification of Clerical Skills (complete only if you are applying for a clerical position)

Net typing speed \_\_\_\_\_ Net shorthand/briefhand speed \_\_\_\_\_

Check if you are trained and/or experienced in:

- Data entry
- Word processing
- 10-key adding machine
- Legal terminology
- Shorthand/briefhand

### Availability

Date you could report to work \_\_\_\_\_

Position type you are interested in (check as many as apply):

- Full-time
- Job Share
- Part-time
- Any
- Temporary

### Language Skills (other than English)

Language:

- \_\_\_\_\_  Speak  Read/Write
- \_\_\_\_\_  Speak  Read/Write

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**Licenses/Certificates**

List driver's license and other licenses or certificates required by the job announcement.

Title of License or Certificate	Number	Issuing Agency	Date Issued	Date of Expiration
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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**Work Experience**

Describe all work experience: a) that may be related to the position you are applying for and, b) to meet the requirements for the position as specified in the recruiting announcement. Include related unpaid and volunteer work. If you need to list more than five employers, attach additional sheets.

Present or last employer \_\_\_\_\_ Kind of business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Starting date (mo/yr) \_\_\_\_\_ Leaving date (mo/day/yr) \_\_\_\_\_ Last salary \$ \_\_\_\_\_  Volunteer

Job title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Name of supervisor \_\_\_\_\_ Supervisor's job title \_\_\_\_\_ May we  Yes  
contact?  No

Job duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Next previous employer \_\_\_\_\_ Kind of business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Starting date (mo/yr) \_\_\_\_\_ Leaving date (mo/yr) \_\_\_\_\_ Last salary \$ \_\_\_\_\_  Volunteer

Job title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Name of supervisor \_\_\_\_\_ Supervisor's job title \_\_\_\_\_

Job duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Next previous employer \_\_\_\_\_ Kind of business \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Starting date (mo/yr) \_\_\_\_\_ Leaving date (mo/yr) \_\_\_\_\_ Last salary \$ \_\_\_\_\_  Volunteer  
Job title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ Supervisor's job title \_\_\_\_\_  
Job duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Next previous employer \_\_\_\_\_ Kind of business \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Starting date (mo/yr) \_\_\_\_\_ Leaving date (mo/yr) \_\_\_\_\_ Last salary \$ \_\_\_\_\_  Volunteer  
Job title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ Supervisor's job title \_\_\_\_\_  
Job duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Next previous employer \_\_\_\_\_ Kind of business \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Starting date (mo/yr) \_\_\_\_\_ Leaving date (mo/yr) \_\_\_\_\_ Last salary \$ \_\_\_\_\_  Volunteer  
Job title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ Supervisor's job title \_\_\_\_\_  
Job duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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I certify and affirm that I have read the notice below, personally completed this application or requested its completion, and that all statements contained herein are true and complete. I further understand that any offer of salary above the second step in the salary range must be approved by the department Personnel Director to be valid.

**Notice:** Any oral or written statement that is false, fraudulent or misleading contained in this application or made in the course of any related employment process whether made by me or by others at my request will result in rejection of my application, denial of employment, dismissal from state service if discovered after employment and in many circumstances prosecution for a crime. Criminal conviction and driving records will be checked if, in the judgment of the Judicial Department, such are relevant to the position for which this application is made, and may be grounds for rejection of the application or termination of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_