

# **Employment Application for Court Administration Judicially Appointed Positions County of Northampton**

Court Administration 669 Washington Street Easton, PA 18042 Phone: 610-559-6701

Fax: 610-599-6702

1. PERSONAL DATA	Please print in ink or ty	pe all information	Date:	
Name:LAST		FIF	RST	MIDDLE
Address:	CITY	STATE	ZIP	COUNTY
Telephone, Cell Phone (required):				
E-Mail Address:				
Social Security Number:	Aı	re you at least 18	years old?	
Only United States citizens or aliens who hav hire, to provide the necessary documents esta				
Position(s) desired:				
If you are applying for a poste	ed position, please use the fu	and complete title	e listed on the posti	ng.
I am applying for: (check one)	Full Time	Part Time	Full <i>or</i> Part '	Γime (either)
Have you been employed by Northan	npton County previous	ily? If yes,	please list dates	s and last title:
Do you have any relatives currently e	employed by the Count	y? If so, please l	ist or state "non	e"
If y	yes, please refer to the County's	s Nepotism policy		
Career Service Regulations may prodetermine that preference. Are you a Dates of Service	U.S. veteran? Bra	anch of Service		
How did you hear about us: Adve	ertisementFriend _	Job Fair I	RelativeWal	k-inOther
Have you ever been convicted of, ple misdemeanor or a felony? If yo (Criminal convictions are not an absolute bar the job for which you are applying. If hired in Check at your expense. See part 5 of this form	es, please explain: to employment, but will be a any position, you will be r n.)	considered with res equired to provide a	pect to the specific copy of a Criminal	requirements of Background
Can you perform the essential function	ons of the position, with	h or without reas	sonable accomm	odations? Yes/No



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Fax: 610-599-6702 **Print Applicant's Name:** 2. EDUCATION High School Junior College Undergraduate College Graduate School Name & Location # of Years Completed Did you Graduate? Degree Awarded or Program Name ADDITIONAL EXPERIENCE OR QUALIFICATIONS List any other experience, skills, licenses, certifications, or other qualifications including interests, which you believe should be considered in evaluating your qualifications for employment, including your computer software skills. EMPLOYMENT RECORD (start with most current employer and if necessary attach resume to explain verifiable duties.) Employer's Name & Address Dates of Employment Position or Title Last Salary Reason for Leaving MAY WE CONTACT YOUR PRESENT EMPLOYER? YES / NO (Circle One) 4. REFERENCES (NOT RELATIVES) Name Address Phone Occupation



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### 5. APPLICANT'S CERTIFICATION

### I CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE.

I understand that the falsification, misrepresentation or omission of fact on this application or any accompanying documents may be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I understand that it is my responsibility to ensure that information on this application or other attached document(s) clearly shows that I meet the minimum requirements for the job for which I am applying.

#### NORTHAMPTON COUNTY IF AN EQUAL OPPORTUNITY EMPLOYER

### AND STRIVES TO HAVE OUR WORKFORCE BE REPRESENTATIVE OF THE COMMUNITY WHERE WE DO BUSINESS.

I authorize the investigation of all statements and information contained in this application and/or attachments. I release from all liability anyone supplying such information and I also release the County from all liability that might result from making an investigation.

I understand that any offer of employment is contingent upon providing a **Criminal Background Check** at my expense and prior to my commencement of employment. I understand that if I do not provide such Criminal Background Check or my Criminal Background Check fails to meet the job requirements, the offer of employment may be immediately revoked.

I understand that County employees are subject to Career Service regulations which **may require pre-employment testing** of relevant knowledge, skills, and abilities. This application may be used to determine eligibility for that pre-employment testing. Employment in certain positions may also be contingent upon, but is not limited to pre-employment physical and psychological examinations, drug testing and additional background inquiries.

I acknowledge that I have read, understand, and agree to the above statements.			
APPLICANT'S SIGNATURE ${f X}$	DATE		
Print Applicant's Name:			

This application may be rejected if not complete and signed by the applicant.

\_\_\_\_\_Check here if you are attaching a resume or other documents to supplement this application form. NOTE: All sections of this application must be complete even if you are attaching additional documents.

Mail to Court Administration, ATTN: Jill Cicero at: County of Northampton, 669 Washington Street, Easton, PA 18042-7411

Or FAX to 610-559-6702