



**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

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
<i>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.</i>

3. 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



**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

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 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