

APPLICATION FOR EMPLOYMENT

DEPARTMENT OF HUMAN RESOURCES AND LABOR RELATIONS
WAYNE COUNTY PROBATE COURT
1305 COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE
DETROIT, MICHIGAN 48226

The Wayne County Probate Court is an equal opportunity employer and does not discriminate based on age, sex, race, religion, color, national origin, disability, marital status, height, and weight or any other legally protected status.

Please read the following application carefully and complete it in its entirety. Type or print legibly. An illegible or incomplete application will not be reviewed for employment opportunities. Once you have completed the application, sign the Authorization and Understanding at the end of the application.

Filing an application does not imply that you will be tested, interviewed, or hired; but, that you will be considered for employment based upon the employment needs of the Court and the verification of your qualifications (through testing and/or education and experience verification) for any available or potentially available position. Applications are considered active for six (6) months from the date signed by the applicant and do not renew. To be considered for employment opportunities beyond six (6) months, a new application form must be completed and returned to the Personnel Office.

If you are selected to qualify for an available, or potentially available, position, employment will be offered only upon the successful completion of the pre-employment process which, as determined by the Court, may include an examination and interview. If you are offered employment, it is contingent upon the satisfactory result of a physical examination, including drug testing, and a criminal background check.

(Please Type or Print Legibly)

Date: _____

Name: _____
LAST FIRST MIDDLE

Social Security Number: _____

Telephone Number/Area Code: _____

Present Address: _____
NUMBER AND STREET CITY STATE ZIP

Please state any other names you have used while attending school or at any previous jobs: _____

Are you a United States citizen? Yes No

If you are not a U.S. citizen, are you a lawful permanent resident of the United States? Yes No

If you are not a U.S. citizen, are you an alien authorized to work in the United States? Yes No

Position applied for: _____ Full Time Part Time

If part-time, specify days and hours available: _____

Starting salary expected: _____

If you are applying for a position requiring a Michigan driver's license, give driver's license number: _____

Do you type? Yes No If yes, indicate words per minute (wpm) _____

How were you referred to the Court? _____

Have you ever applied to or worked for Wayne County Probate Court? Yes No

If your answer to the previous question was yes, please specify (including relevant dates and positions):

Are any of your friends or relatives employed at Wayne County Probate Court? Yes No

If your answer to the previous question was yes, please specify: _____
NAME (S) OF FRIENDS

NAME (S) OF RELATIVE (S) RELATION OF RELATIVE (S)
Are you eighteen (18) years of age or older? Yes No
If your answer to the previous question was no, do you have proof of your eligibility to work? Yes No
If your answer to the previous question was yes, please state the specific type of proof of eligibility you will provide.

Are you currently a personal representative, executor, guardian, conservator, or other fiduciary on any matter in Wayne County Probate Court? Yes No
If your answer to the previous question was yes, please explain, and give case name and file number: _____

Have you ever been convicted (fined, placed on probation, sentenced to jail or been given a suspended sentence) for any violation of law other than minor traffic violations? Yes No

Are there felony charges currently pending against you? Yes No

If your answer to the previous question was yes, please explain: _____

A conviction or felony charge does not necessarily prevent employment. A false answer, however, will result in disqualification or dismissal. If your answer is "yes" explain. _____

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer, and go back at least ten (10) years. Do not omit any employment during that time. Add additional sheets if necessary. Please answer each question. **Writing "See Resume" is not acceptable.**

Have you ever received a disciplinary suspension or discharge from any position? Yes No
If you answered yes to the previous question, please state position, employer, date of suspension/discharge and explain the circumstances: _____

Have you ever quit/resigned in lieu of being discharged? Yes No
If you answered yes to the previous question, please state position, employer and date. Briefly explain the circumstances: _____

Are you currently employed? Yes No
May we contact your present and/or former employer(s)? Yes No

EMPLOYMENT HISTORY

From: _____ Employer: _____
To: _____ Mailing Address: _____
Start Salary: _____ Telephone No. (Include Area Code): _____
Last Salary: _____ Reason for Leaving: _____
Title: _____ Supervisor: _____
Duties: _____

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To: _____ Mailing Address: _____
Start Salary: _____ Telephone No. (Include Area Code): _____
Last Salary: _____ Reason for Leaving: _____
Title: _____ Supervisor: _____
Duties: _____

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To: _____ Mailing Address: _____
Start Salary: _____ Telephone No. (Include Area Code): _____
Last Salary: _____ Reason for Leaving: _____
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To: _____ Mailing Address: _____
Start Salary: _____ Telephone No. (Include Area Code): _____
Last Salary: _____ Reason for Leaving: _____
Title: _____ Supervisor: _____
Duties: _____

Please attach additional sheets if necessary

TECHNICAL SKILLS

Please describe your personal computer (PC) experience in the chart below. Include any hardware and software you are familiar with and indicate whether the type of experience is professional, educational, or personal. Also, indicate the number of years of experience for each type of hardware/software you have listed.

TYPE OF HARDWARE/SOFTWARE	TYPE OF EXPERIENCE	YEARS OF EXPERIENCE

EDUCATION

High School: _____

Address: _____

Did you graduate from High School? Yes No

If you answered no to the previous question, do you have a GED? Yes No

Course of Study and Degree Conferred: _____

College: _____

Address: _____

Did you graduate from college? Yes No

Course of Study and Degree Conferred: _____

Other: _____

Address: _____

Did you graduate? Yes No

Are you now attending school or do you plan to further your education? Yes No

If you answered yes to the previous question, please specify courses and time commitment: _____

Do you hold any professional licenses or certifications? Yes No

If you answered yes to the previous question, please list names and dates of certification:

NAME	DATE OF CERTIFICATION
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NAME	DATE OF CERTIFICATION
------	-----------------------

Have you ever had a professional license/certification revoked or suspended? Yes No

If you answered yes to the previous question, please explain: _____

Are you currently under investigation by any agency or department concerning any professional licensure or certification matter?

Yes No

If you answered yes to the previous question, please explain: _____

REFERENCES

Please list professional references (include your current and former employers). Do not list relatives.

NAME	ADDRESS	OCCUPATION	TELEPHONE NO.

AUTHORIZATION AND UNDERSTANDING

I represent that the answers and information given by me in this application are true and complete. I recognize that any falsification, misrepresentation, or omission may result in immediate dismissal from or refusal of employment. I authorize the Wayne County Probate Court ("Court") to verify the information I have provided and to make any investigation of my background deemed necessary. I also authorize third parties (such as former employers, law enforcement organizations, financial institutions, educational institutions) contacted by the Court to furnish any lawful information relevant to my application for employment. I waive any written notice of the release of such records that may be required by any state or federal laws. Further I also release the Wayne County Probate Court and any previous employer from any liability from having requested or furnished this information.

I consent to all legally permissible medical examinations and drug and alcohol testing required by the Court.

I understand and agree that employment with the Court is at-will, during the twelve-month probationary period, and that either the Court or I can terminate my employment and compensation, with or without cause, and with or without notice during my probation. I acknowledge that no representations, either oral or written, have been made to me to the contrary, and I acknowledge that any pre-existing understanding that contradicts an at-will status of employment during the probationary period, is canceled. Further, I understand that only the Chief Judge of the Wayne County Probate Court has any authority to enter into any agreement contrary to the foregoing and that any such agreement must be in writing and signed by the Chief Judge.

In consideration of my employment, I agree to conform to the rules and policies of the Court. In addition, I agree not to initiate any action or suit relating to employment with the Court more than one hundred and eighty (180) days after such cause accrues, and I waive any statute of limitations to the contrary.

My signature below indicates that I have read and understood the above paragraphs.

Print or Type Name: _____

Signature: _____

Dated: _____

This application for employment shall be considered active for a period of time not to exceed one hundred and eighty (180) days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

WAYNE COUNTY PROBATE COURT
EQUAL EMPLOYMENT OPPORTUNITY
SURVEY INFORMATION

APPLICANT INFORMATION

Date: _____

Applicant Name: _____

Applicant Social Security Number: _____

The following information is being requested for statistical purposes only. Provisions of various Federal and State laws require that all employers review hiring practices to eliminate discrimination on the basis of race, sex or age. The information you supply here will be kept strictly confidential and separate from your application. **Race Definitions are provided below.**

1. Date of Birth: _____			
2. Male	<input type="checkbox"/>	3. Select Only One	<input type="checkbox"/> A. American Indian or Alaskan Native <input type="checkbox"/> B. Asian <input type="checkbox"/> C. Black/African American <input type="checkbox"/> D. Hispanic or Latino <input type="checkbox"/> E. Native Hawaiian or Pacific Islander <input type="checkbox"/> F. White <input type="checkbox"/> G. Multi-Racial
Female	<input type="checkbox"/>		

CATEGORIES

CATEGORY NAME	DEFINITION
A. American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America)
B. Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
C. Black/African American	Not of Hispanic Origin – A person having origins in any of the black racial groups.
D. Hispanic or Latino	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin.
E. Native Hawaiian or Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
F. White	Not of Hispanic Origin – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
G. Multi-Racial	Persons having parents of different races.