



54-A DISTRICT COURT EMPLOYMENT APPLICATION

124 W. Michigan Ave, 6th Floor City Hall, Lansing, MI 48933

Phone #: (517) 483-4443; Fax #: (517) 483-4478

Website Address: www.54adistrictcourt.com

Vacancy Title _____ Date _____

Name _____
Last First Middle

Address _____
Street City State Zip

Phone No. _____
Home Cell Work

Email Address _____ Alternate Contact No. _____

Commercial Driver's License Yes No Type/Endorsements _____

NOTE: Answer only if job requires.

Are you now or have you ever been employed by the City of Lansing? Yes No

If so, indicate dates of employment: From To
Month/Year Month/Year

Job Title _____ Department _____

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

Note: Documentation of employment eligibility status will be required upon employment.

Are you at least eighteen (18) years of age? Yes No

Have you been convicted of a crime within the previous seven (7) years (misdemeanor or felony)? Yes No If so, indicate the nature of the offense, date of offense, place of offense, and outcome:

Note: By indicating yes, you are not necessarily excluded from employment with the 54-A District Court.

Are there any charges currently pending against you? Yes No If so, please explain:

Wage/Salary Desired \$ _____/hr. \$ _____/yr.

Availability to work (select all that apply) M T W Th F Sa Su

Hours available _____

Education

High School Name & Location _____
Course of Study _____
Did you graduate? _____ **Yes** _____ **No**

College Name & Location _____
Course of Study _____
Did you graduate? _____ **Yes** _____ **No**
Number of Credit Hours (indicate semester or term) _____
Type of Degree

College Name & Location _____
Course of Study _____
Did you graduate? _____ **Yes** _____ **No**
Number of Credit Hours (indicate semester or term) _____
Type of Degree

Other **Name & Location** _____
Course of Study _____
Did you graduate? _____ **Yes** _____ **No**
Number of Credit Hours (indicate semester or term) _____
Type of Degree

NOTE: Verification of educational attainment is required through provision of the appropriate diploma or transcript based upon job requirements.

Provide details regarding any special course work, seminars, training, volunteer work or other education that would relate to the position for which you are applying:

Provide details regarding your equipment operation and computer skills including software packages in which you are proficient:

Are you now or have you ever been a licensed member of any trade or profession (such as electrician, attorney, plumber, etc.)? _____ Yes _____ No If so, indicate type of license, state of issue, and period covered by the license:

Employment – In the space below provide details regarding your employment history, including any periods of unemployment. Complete each section fully. **DO NOT** state “**SEE RESUME**”. Begin with your present employer and work backwards. You may submit a resume as further documentation, but you must complete this section fully. You may copy this page to provide additional employment history. Be complete.

Employer _____
Job Title _____
Supervisor _____
Address _____

Job Duties:

Phone No. _____
Start Date Month _____ Year _____
End Date Month _____ Year _____
Full-time _____ Part-time _____ Hours/wk _____
Reason for Leaving:

Salary \$ _____ / _____
May we contact employer? ___ Yes ___ No

Employer _____
Job Title _____
Supervisor _____
Address _____

Job Duties:

Phone No. _____
Start Date Month _____ Year _____
End Date Month _____ Year _____
Full-time _____ Part-time _____ Hours/wk _____
Reason for Leaving:

Salary \$ _____ / _____
May we contact employer? ___ Yes ___ No

Employer _____
Job Title _____
Supervisor _____
Address _____

Job Duties:

Phone No. _____
Start Date Month _____ Year _____
End Date Month _____ Year _____
Full-time _____ Part-time _____ Hours/wk _____
Reason for Leaving:

Salary \$ _____ / _____
May we contact employer? ___ Yes ___ No

Any additional information you would like to add:

Employment References: Provide the names and contact information of 3 people whom you have worked for or worked with within the last 7 years. Do not list relatives.

Name _____
Home Phone _____
Work Phone _____

Address _____

Years Known _____

Name _____
Home Phone _____
Work Phone _____

Address _____

Years Known _____

Name _____
Home Phone _____
Work Phone _____

Address _____

Years Known _____

How did you hear of this vacancy?

Newspaper* _____ TV* _____ Internet* _____ Job Hotline _____ Michigan Works _____
Friend _____ College Placement Office* _____ Employment Agency* _____ Other* _____

*Please specify _____

The 54-A District Court is an equal opportunity employer and does not discriminate in its employment policies or practices on the basis of religion, race, color, national origin, gender, sexual orientation, age, marital status, height, weight, arrest record, or disability of any individual.

I certify that the information I have given on this form or at any time during the application process, including during any medical examination or interview, is true and complete to the best of my knowledge. I understand and agree that any misrepresentation, material omission or falsehood will be cause for rejection of this application and for dismissal, if discovered after I have been hired. I agree to undergo a physical examination including drug/alcohol screening at any time, AFTER A CONDITIONAL OFFER OF EMPLOYMENT IS MADE, at the Court's expense, to determine if I can perform the essential functions of this job, with or without reasonable accommodation. I authorize the 54-A District Court to verify any statement contained within this application or offered at any time during the application process, including during any medical examination or interview, and by signing below authorize the 54-A District Court to request the release of any information required. If I am hired, I agree to conform to the Policies and Procedures of the 54-A District Court and/or the applicable bargaining unit agreement. I agree that if I am hired, my employment is not for any definite term, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the 54-A District Court or myself unless my employment is expressly other than at-will pursuant to a duly-executed collective bargaining agreement or contract. I understand that no representative of the 54-A District Court other than the Chief Judge or his/her designee has any authority to enter into any agreement for employment.

Print Full Name

Date

Signature