



APPLICATION FOR EMPLOYMENT

37TH DISTRICT COURT

8300 COMMON ROAD

WARREN, MI 48093

(586) 574-4900

AN EQUAL OPPORTUNITY EMPLOYER

The 37th District Court is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, national origin, color, age, disability, sexual orientation, marital status, political persuasion, height, weight, genetic information, veteran status, familial status or any other category protected by the law.

INSTRUCTIONS: Please answer all questions completely. Failure to do so will result in rejection of your application. Applications may be submitted in-person, by e-mail, or mail. Please refer to the relevant job posting for further instructions.

POSITION APPLIED FOR			
DATE OF APPLICATION		DATE AVAILABLE FOR EMPLOYMENT	
LAST NAME	FIRST NAME	MIDDLE INITIAL	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMAIL		
DO YOU HAVE A VALID DRIVERS LICENSE?	DRIVERS LICENSE NUMBER		

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?	YES	NO
ARE YOU AT LEAST 18 YEARS OF AGE?	YES	NO
HAVE YOU EVER FILED AN APPLICATION FOR THE 37TH DISTRICT COURT OR THE CITY OF WARREN?	YES	NO
IF YES, GIVE AN APPROXIMATE DATE:		
HAVE YOU EVER WORKED FOR THE 37TH DISTRICT COURT OR THE CITY OF WARREN?	YES	NO
IF YES, PROVIDE DATE(S) AND POSITION(S) HELD:		
HAVE YOU EVER BEEN TERMINATED FROM EMPLOYMENT OR ASKED TO RESIGN BY AN EMPLOYER?	YES	NO
IF YOU ANSWERED YES, PLEASE EXPLAIN. YOU MAY ATTACH ADDITIONAL DETAILS.		

DO YOU HAVE ANY RELATIVES WORKING FOR THE 37TH DISTRICT COURT OR CITY OF WARREN?	YES	NO
IF YOU ANSWERED YES, PLEASE GIVE NAME(S) AND THEIR POSITION(S)		
MAY YOUR PRESENT EMPLOYER BE CONTACTED?	YES	NO

**NOTE - ANSWERING YES TO THE FOLLOWING QUESTIONS DOES NOT AUTOMATICALLY DISQUALIFY YOU FOR THE POSITION, UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.*

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?	YES	NO
IF YOU ANSWERED YES, PLEASE EXPLAIN. YOU MAY ATTACH ADDITIONAL DETAILS.		

DO YOU HAVE ANY CURRENT MISDEMEANOR OR FELONY CHARGES PENDING AGAINST YOU?	YES	NO
IF YOU ANSWERED YES, PLEASE EXPLAIN. YOU MAY ATTACH ADDITIONAL DETAILS.		

HOW DID YOU HEAR ABOUT THIS POSITION?

EDUCATION

	Name / Location	# of Years Completed	Diploma or Degree Y/N	Courses of Study
High School				
College				
College				
Graduate				
Vocational Training				

DEGREES / CERTIFICATES

Please list any degree/certificate you hold, as well as the date obtained.

ASSOCIATE: _____ DATE: _____

BACHELOR: _____ DATE: _____

MASTER: _____ DATE: _____

CERTIFICATE: _____ DATE: _____

OTHER: _____ DATE: _____

SPECIAL SKILLS

What skills or additional training do you have that is relevant to the job for which you are applying?

Have you had any off-the-job training or experience that would help you in this job? Ex: Volunteering, community service, internships, etc.

List any licenses, registrations, or certifications you possess. Please include the date obtained, and if they are current/expired.

Do you have any experience with Microsoft Office? If so please describe.

What is your experience with technology?

Is there anything else relevant to the position regarding your skill set we should know?

EMPLOYMENT EXPERIENCE

Begin with your present employer or your last job. List a promotion as a new job. List all employers. Attach extra pages if needed.

Employer Name	Telephone (Including Area Code)	
Address	Dates of Employment	
	From	To
Your Job Title	Wages	
	Start	Last
Name and Title of Supervisor	Reason for Leaving	
May we contact your present employer for a reference? Yes No		

Employer Name	Telephone (Including Area Code)	
Address	Dates of Employment	
	From	To
Your Job Title	Wages	
	Start	Last
Name and Title of Supervisor	Reason for Leaving	
May we contact your previous employer for a reference? Yes No		

Employer Name	Telephone (Including Area Code)	
Address	Dates of Employment	
	From	To
Your Job Title	Wages	
	Start	Last
Name and Title of Supervisor	Reason for Leaving	
May we contact your previous employer for a reference? Yes No		

Employer Name	Telephone (Including Area Code)	
Address	Dates of Employment	
	From	To
Your Job Title	Wages	
	Start	Last
Name and Title of Supervisor	Reason for Leaving	
May we contact your previous employer for a reference? Yes No		

Employer Name	Telephone (Including Area Code)	
Address	Dates of Employment	
	From	To
Your Job Title	Wages	
	Start	Last
Name and Title of Supervisor	Reason for Leaving	
May we contact your previous employer for a reference? Yes No		

REFERENCES

NAME	RELATIONSHIP	YEARS ACQUAINTED	TELEPHONE

CERTIFICATION / SIGNATURE

I certify that the entries made by me are true and complete to the best of my knowledge. I understand that failure to complete this application accurately and in its entirety will be cause for the 37th District Court to disqualify my application.

I agree and consent in advance that any misrepresentation or falsification of any of the above information shall be cause, without any hearing, for rejection of this application, or termination of employment, depending upon when the falsification is discovered.

I also consent for the 37th District Court to verify the information I have provided, and check with previous employers. I release the Court and previous employers from any liability arising from disclosure of information concerning my past employment or personal history.

I agree and understand that any employment offer will be contingent upon the successful completion of a background investigation and post-offer medical exam.

Further, I understand and agree that my employment is for no definite period of time and my employment and compensation can be terminated at any time, with or without cause, with or without notice, at the option of either the employer or myself, unless otherwise provided by union contracts, applicable Civil Service rules or written employment agreement signed by the City Manager or City Commission.

I understand, acknowledge and hereby consent to each of the above statements and conditions

Signature: _____ Date: _____

