

RECORD OF EMPLOYMENT

Begin with your current or most recent employer. Indicate any other experience which you feel is relevant to the position for which you are applying (i.e., volunteer experience, military experience, etc.). (This section must be completed even if a résumé is attached.)

From _____ To _____ Annual Salary _____
(Mo./Yr.) (Mo./Yr.) (Starting) (Final)

Name of Employer _____ Telephone () _____

Street Address _____

City _____ State _____ Zip Code _____

Your Title _____ () Temporary () Full-time () Part-time

Name and Title of Supervisor _____

Describe Your Duties _____

Reason for Leaving _____

From _____ To _____ Annual Salary _____
(Mo./Yr.) (Mo./Yr.) (Starting) (Final)

Name of Employer _____ Telephone () _____

Street Address _____

City _____ State _____ Zip Code _____

Your Title _____ () Temporary () Full-time () Part-time

Name and Title of Supervisor _____

Describe Your Duties _____

Reason for Leaving _____

From _____ To _____ Annual Salary _____
(Mo./Yr.) (Mo./Yr.) (Starting) (Final)

Name of Employer _____ Telephone () _____

Street Address _____

City _____ State _____ Zip Code _____

Your Title _____ () Temporary () Full-time () Part-time

Name and Title of Supervisor _____

Describe Your Duties _____

Reason for Leaving _____

From _____ To _____ Annual Salary _____
(Mo./Yr.) (Mo./Yr.) (Starting) (Final)

Name of Employer _____ Telephone () _____

Street Address _____

City _____ State _____ Zip Code _____

Your Title _____ () Temporary () Full-time () Part-time

Name and Title of Supervisor _____

Describe Your Duties _____

Reason for Leaving _____

CRIMINAL HISTORY

Have you ever been convicted of any offense(s)? If so, please state nature of offense(s), date, city, state, and sentence received. (A conviction record is not an automatic bar to employment and the nature, recency, and disposition of any offense will be considered only as it relates to the job for which you are applying.)

Is any additional information relative to change of name or use of an assumed name or nickname necessary to verify the information in this application? If yes, give the name(s) and explain.

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements in this application shall be considered sufficient cause for dismissal.

Signature of Applicant

Date

AUTHORITY TO RELEASE INFORMATION

Having made application for employment with the Sangamon County Court Services Department and desiring that it be informed of my previous records and character, I hereby authorize an investigation into all criminal, educational, and employment records which may be relevant to the job for which I am applying. This authorization to furnish information is executed in consideration of the Sangamon County Court Services Department giving my application consideration and shall serve as a release of liability to all parties furnishing such information to same.

Signature of Applicant

Date

FOR EMPLOYER USE ONLY

INTERVIEW RECORD

Date	Position	Division	Interviewer	Comments
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TEST ASSESSMENT

Date	Test	Administrator	Score	Comments
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REFERENCE CHECKS

Date	Name of Reference	Checked By	Comments
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RESULTS

Date	Disposition	Comments
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