



# NORTH CAROLINA JUDICIAL BRANCH

North Carolina Administrative Office of the Courts

## APPLICATION FOR EMPLOYMENT

Please type or print.

(SSN Voluntary for Record-Keeping and Data Processing Only)

### NOTICE:

1. The State employs only U.S. citizens or aliens who can provide proof of identity and work authorization within three working days of employment.
2. Persons subject to military selective service registration must certify compliance to be eligible for state employment (G.S. 143B-421.1). See availability block.

### WHEN COMPLETING THIS APPLICATION, PLEASE MAKE SURE YOU:

1. Print or type.
2. Give complete information on your education and work history. ("See Resume" is not acceptable.)
3. List separately each job held and your duties for each position.
4. Check for accuracy. Sign and date your application.

**NOTE:** If you forget to complete some part of this Application or do not include requested information (except the Equal Employment Opportunity Information which is voluntary), your application may not be considered.

The North Carolina Judicial Branch is an Equal Opportunity Employer.

Click [www.nccourts.gov/equal-employment-opportunity-survey-for-job-applicants](http://www.nccourts.gov/equal-employment-opportunity-survey-for-job-applicants) to enter demographic information. The information requested is strictly voluntary and will in no way affect you as an applicant. Its sole use is to see how well our recruiting efforts are reaching all segments of the population.

Thank you for your interest in employment with the North Carolina Judicial Branch. The Judicial System of North Carolina wants to attract the best qualified people available to serve its citizens. Applying for this vacancy does not imply that you will be interviewed or hired, but that you will be considered for vacancies based upon the stated job(s) for which you have applied.

Job Applied For			
Enter below the specific title and position number of the job for which you are applying.		Please indicate your referral source:	
		Social Security Number (last four digits only)	
Last Name	First Name	Middle/Maiden Name	
Address (street number and name)		City	County
State	Zip Code	Phone (home or where you can be reached) (    )	Business Phone (    )

### Availability

Do you now work for the State of N.C.?  Yes  No

Are you related by blood or marriage to any person now working for the State?  Yes  No

(If yes, give name, relationship to you and the agency where employed.) \_\_\_\_\_

If not a U.S. citizen, are you eligible to work in the U.S.?  Yes  No

If subject to military selective service registration, certify compliance by initialing dotted line .....

### Military Service

Have you served honorably in the Armed Forces of the United States on active duty for reasons other than training?  Yes  No

Do you wish to declare a service-connected disability?  Yes  No

At the time of this Application, are you the surviving spouse or dependent of a deceased veteran who died from service-related reasons?  Yes  No

Do you wish to declare eligibility for veteran's preference as the spouse of a disabled veteran?  Yes  No

Give dates of your (or spouse's) qualifying active military service:

Entered: \_\_\_\_\_ Separated: \_\_\_\_\_ Branch: \_\_\_\_\_ Rank: \_\_\_\_\_

Are you a member of the Military Reserves?  Yes  No Branch: \_\_\_\_\_ Rank: \_\_\_\_\_

Check the type of work you will accept:  1. Permanent full-time  2. Permanent part-time  3. Temporary full-time  4. Temporary part-time  
 5. Any of the preceding  6. Work involving travel  7. Shift or split shift  8. Weekend work

If you are not available for work now, enter the earliest date you could begin work (mo/day/yr) \_\_\_\_\_

Will you accept work anywhere in N.C.?  Yes  No (If no, list below the counties in which you would be willing to work.)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**Education**

Schools	Name And Location	Date Attended (mo/yr) From To	Graduated?	S/Q Hrs.	Major/Minor Course Work	Type Of Degree
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No			
College(s) University(s)			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Graduate or Professional			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other educational, vocational school, internships, etc.			<input type="checkbox"/> Yes <input type="checkbox"/> No			

List special training programs and seminars you have completed in the last five years:

If the job(s) applied for calls for specific courses, indicate those courses taken and credits received:

Current professional status: *(list fields of work for which you have been registered)*

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No.: \_\_\_\_\_

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No.: \_\_\_\_\_

List membership in professional, honorary or technical societies:

Professional licenses and certifications *(list, giving dates and sources of issuance):*

**Skills**

List computer, software, or related skills:

**Criminal History**

Have you ever been convicted of an offense against the law other than a minor traffic violation? *(A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)*  Yes  No *(If yes, explain fully on an additional sheet.)*

Do you have any pending charges in either civil or criminal court?  Yes  No *(If yes, explain fully on an additional sheet.)*  
*(Having pending charges does not mean you cannot be hired.)*

**Work History** (include volunteer experience and use the Continuation Pages if necessary)

Current Or Last Employer		Address			
Job Title		Supervisor's Name		Telephone No. (     )	No. Supervised By You
Date Employed (mo/yr)	Starting Salary \$     per	Full-Time ____ Years and ____ Months	Part-Time ____ Years and ____ Months, ____ Hours Per Week		
Date Separated (mo/yr)	Ending Salary \$     per	Reason For Leaving			May We Contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
List major duties in order of their importance in the job:					

Employer		Address			
Job Title		Supervisor's Name		Telephone No. (     )	No. Supervised By You
Date Employed (mo/yr)	Starting Salary \$     per	Full-Time ____ Years and ____ Months	Part-Time ____ Years and ____ Months, ____ Hours Per Week		
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**Work History - Continued** - (include volunteer experience and use the Continuation Pages if necessary)

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(use the Continuation Pages that follow to report additional Work History)

**Certification**

I certify that I have given true, accurate and complete information on this form, including any continuation sheets, to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information, false documentation, or failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and/or criminal action. I further understand that dismissal shall be mandatory if fraudulent information is given to meet position qualifications. (Authority: G.S. 126-30, G.S. 14-122.1).

I understand that Judicial Branch employees are not subject to the State Human Resources Act. Judicial Branch employees serve "at the pleasure" of their hiring authorities. This means that employment may be terminated with or without cause and/or advance notice by either the employer or the employee. However, termination by the employer may not occur due to discrimination prohibited by law.

I understand that applicants for employment opportunities with the Judicial Branch of Government may be subject to state and national criminal and/or sex offender registry background searches as a condition of employment. If the position for which I am applying involves the collection or accounting of funds, a credit check may be conducted prior to my employment.

The Judicial Branch participates in E-Verify, an internet-based system operated by the US Department of Homeland Security (DHS) in partnership with Social Security Administration (SSA) that allows employers to electronically verify the employment eligibility of newly hired employees. E-Verify works by electronically comparing the information on an employee's Form I-9, Employment Eligibility Verification, with SSA and DHS records to verify the identity and employment eligibility of each newly hired employee. Applicants are urged to review information on the USCIS.gov website for E-Verify and Right to Work information.

If I am employed by an independent hiring authority within the Judicial Branch of Government, such as a judge, clerk of superior court, district attorney or public defender, I understand that I will serve at the pleasure of that official, that my employment may be terminated by that official without cause or notice, neither I nor the judicial official by whom I am employed is an employee of the Administrative Office of the Courts, and that the Administrative Office of the Courts has no authority over the hiring decisions or other employment practices of the judicial official by whom I am employed.

\_\_\_\_\_  
Signature Of Applicant (unsigned application will not be processed)

\_\_\_\_\_  
Date

**CONTINUATION PAGE - APPLICATION FOR EMPLOYMENT - Print this page ONLY if completed**

**Work History - Continued - (include volunteer experience and use the Continuation Pages if necessary)**

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