FOR AGENCY USE ONLY:		
Date Received:		
Initials of Recipient:		

KANSAS JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

Read the job announcement thoroughly and apply only if you feel reasonably certain you meet the requirements. Clearly state your qualifications. Incomplete or illegible applications may be disqualified. Each section must be answered completely. If a question does not apply to you, write "N/A." If you need assistance with this application or any other part of the application process, please contact the person to whom the application is to be submitted.

Equal Opportunity Employer

We consider applicants for all disability.	positions, regardless of	race, sex, religion, c	olor, national origin, age, ancestry or
Please print in black or blue			
Position applying for:			
Location of position:			
Name: (Last)			
(Last)	(First)	(Middle)	(Other name)
Street Address: City:	G	7. 0	
City:	State:	Zip Co	ode:
Home phone:	Work ph	one:	
	E-mail:		
Social Security Number:		urnishing this number is	voluntary. If provided, it will be used to
distinguish persons with similar nan	ies)		
1. Have you ever been employ	ved by the Kansas Judic	ial Branch?	Yes No
2. Have you ever been fired fi3. Have you ever been discipled	com a job or forced or as	ked to resign?	Yes No
3. Have you ever been discipl	ined at work?	5 to 12 to 25 to 2	Yes No
4 Have you ever been convic	ted of a felony? (A convi	iction will not necessaril	y disqualify the applicant from employment
	<u> </u>	es No	y anoquanty one approvate from emproyment,
If you answered 'Yes'			on a separate piece of paper.
5. Do you have a valid Kansa			
6. If hired, can you provide proof of eligibility to work in the United States? (e.g., driver's license and social security card) Yes No			
7. Available to work: Full tin	7. Available to work: Full time Part time Temporary		
8. If hired, what date would y	8. If hired, what date would you be available for work?		
9. If hired, are you available f	or travel? Yes N	lo	
Give the name address and to	lanhana numbar of three	references who are	not related to you, stating the length
of time known and the nature	-	references who are	not related to you, stating the length
of time known and the nature	or the relationship.		

Ref. #1: _____

Ref. #2: Ref. #3:

EDUCATION

1. Do you have a High School Diploma or	GED _BA/BS _MA/MS _PhD/JD _ Other (Vo-tech,
2. If currently attending school, when do you	expect to graduate?
School from which you received the required d	
Address:	
Attended from (dates):	to
Major course work:	to Degree or Credit hours
If the position for which you applied requires a copy of the school transcript or diploma upon r	diploma or degree, you should be prepared to supply an official equest.
EXPERIENCE	
employer and military service. If necessary to experience prior to the past 10 years. Begin wi	st 10 years, including individual positions with the same meet the experience requirement for a position, you may report th your current or most recent position and work backwards. If you may attach additional pages to present the requested
From/ to/ Position Title:	Hours/Wk
Month/Year Month/Year	
Name and address of Employer	Telephone:
Immediate Supervisor	Telephone:
	Number of people supervised:
Duties (state % of time for major duties):	
Reason for leaving?	
From/ to/_ Position Title: Month/Year Month/Year Name and address of Employer	Hours/Wk
Immediate Supervisor	Telephone:
Ending Salary:	Number of people supervised:
Duties (state % of time for major duties):	Number of people supervised:
Reason for leaving?	

From	/ to/ Position Title:	Hours/Wk		
Month/Y	ear Month/Year			
Name and	d address of Employer			
Immediat	e Supervisor	lelephone:		
Ending S	alary:	Number of people supervised: jor duties):		
Duties (st	tate % of time for major duties):			
Reason fo	or leaving?			
	<u> </u>			
From	to/ Position Title:	Hours/Wk		
	ear Month/Year			
Name and	d address of Employer			
Immediat	nmediate Supervisor Telephone:			
Ending S	nding Salary:Number of people supervised: Puties (state % of time for major duties):			
Duties (st	tate % of time for major duties):			
Reason fo	or leaving?	_		
OTHER	RELEVANT EXPERIENCE			
1. Can you type? Yes No At what speed?				
2. Descr	2. Describe your computer experience in detail:			
	reviewing the duties of this position alify you for the position for which	on, please describe any additional activities, training, or experience ch you are applying:		

ACKNOWLEDGMENT AND AUTHORIZATION FOR RELEASE OF INFORMATION

I understand and agree that:

Printed Name of Applicant

- 1. The Judicial Branch may conduct an investigation of my work history and other relevant background and may verify all data given in or relating to my application for employment. By signing this authorization, I authorize such investigation and the giving and receiving of any information requested by the Judicial Branch, including any documents or other information relating to my employment history, and I release from liability any person giving or receiving such information, including employers, supervisors and co-workers if contacted. I also acknowledge and agree that any job offer that is made to me may be conditioned upon the results of a criminal history check, which I hereby authorize.
- 2. By signing this application, I am verifying that the information given by me in this application is true and correct. I understand that any false or misleading information may prevent my being hired, or, if hired, may subject me to immediate dismissal.
- 3. I understand that any offer of employment may be conditional upon my providing further information as required by the Judicial Branch, including but not limited to transcripts from educational institutions or degrees, if required, or executing additional consents to release of information, if required.
- 4. I understand this application is submitted for this position only. Employer has no obligation to keep the application on file or to consider me for future openings.

5.	I represent that I can perform the essent without a reasonable accommodation.	ial functions of the position for which I am applying, with or
Ap	oplicant's Signature	Date Signed

APPLICANT CHARACTERISTIC SURVEY

TO ALL APPLICANTS: The information requested below will in NO WAY affect you as an individual applicant. This information is necessary because the Kansas Judicial Branch is undertaking a study of its recruitment, selection, and appointment methods. Information collected from the applicant characteristic survey will be kept separate, part from the personnel files, in a limited access file and will be used for statistical compilation and analysis.

THIS WILL NOT BE USED FOR EMPLOYMENT DECISIONS

INSTRUCTIONS:	Please circle the	correct number	in each question
mornochoms.	i icase circie tire	Correct mamber	III Cacii question.

CTIONS: Plea	ase circle the correct number in each qu	<u>iestion</u> .	
A.	What is your age group?		
	1. 19 or less	4. 40-49 years	
	2. 20-29 years	5. 50-59 years	
	3. 30-39 years	6. 60-69 years	
B.	What is your sex?		
	1. Male		
	2. Female		
C.	What is the highest level of education you have completed?		
	1. 0-8 years		
	2. 9-12 years, but no high school dip	oloma	
	3. High school graduate, or equivalent (e.g., G.E.D.)		
	4. Post High school or business school training		
	5. College, less than B.A., or B.S., or similar degree		
	6. B.A., or B.S., or similar degree		
	7. M.A., or M.S., or similar degree		
	8. Ph.D., or J.D. or similar degree		
D.	Of the following, which racial/ethnic group do you consider yourself a member?		
	1. African-American or Black Non-l	Hispanic	
	2. American Indian or Alaskan Nativ	ve Non-Hispanic	
	3. American Indian or Alaskan Nativ	ve and White Non-Hispanic	
	4. American Indian or Alaskan Nativ	ve and Black Non-Hispanic	
	5. Asian Non-Hispanic		
	6. Asian and White Non-Hispanic		
	7. Black and White Non-Hispanic		
	8. Hispanic or Latino		
	9. Native Hawaiian or Other Pacific Islander Non-Hispanic		
	10. White Non-Hispanic		
	11. Two or More Races Not Describe	ed Above	
E.	How did you learn about this job?		
	1. Newspaper	6. A State Agency	
	2. Kansas Job Service Center	7. Community Organization	
	3. Court Employee	8. Internet	
	4. Friend	9. Notice of Vacancy Report	
	5. School Placement Center	10. Other	
you are applyi	ng for:	Date:	
ou applied in:			

Position County you applied

Do Not Write

on the

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