**Office of Civil Legal Aid**

**APPLICATION FOR EMPLOYMENT**

*All sections of the application must be complete and legible.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job (Recruitment) Number | | Position Applying For | | | | | Application Date | | | |
|  | |  | | | | |  | | | |
| Name (Last Name, First Name, and Middle Name) | | | | | | | | | | |
|  | | | | | | | | | | |
| Street Address | | | | | City and State | | | | Zip Code | |
|  | | | | |  | | | |  | |
| Telephone Number(s) | | | | | | | | | | |
| Home: |  | | Work: |  | | Alternate: | |  | |  |
| E-mail Address (E-mail is our preferred method of communicating with applicants): I do not have an e-mail address | | | | | | | | | | |
|  | | | | | | | | | | |

How Did You Learn About The Position?

Newspaper:

AOC Website (Courts.wa.gov)

NCSC.org

WSBA.org

Friend:

Careers.wa.gov

WorkSource

Other Website:

Other Source:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **High School Graduation or GED** YES NO | | | | | | | | | |
|  | **College/University** | | | | **Post-Graduate** | | | | **Other** |
| **School Name/Location** |  | | | |  | | | |  |
| **Years Completed** | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |
| **Year of Graduation** |  | | | |  | | | |  |
| **Describe Degree Earned and**  **Course of Study** |  | | | |  | | | |  |
| **Describe any specialized**  **training, certifications, apprenticeship, skills, etc.** |  | | | | | | | | |

**EMPLOYMENT HISTORY**

Start with present/most recent position. ALL sections of the Employment History section must be completed, and relevant experience to the position applied for must be on the application.

|  |  |  |
| --- | --- | --- |
| Employer Name | | City/State |
|  | |  |
| Job Title | Supervisor Name and Contact Information | |
|  |  | |
| Dates Employed: | Reason for Leaving | Do we have your permission to contact this  employer? YES NO |
|  |
|  |
| Total Time Employed |
|  |
| Regular Duties and Responsibilities | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| Employer Name | | City/State |
|  | |  |
| Job Title | Supervisor Name and Contact Information | |
|  |  | |
| Dates Employed: | Reason for Leaving | Do we have your permission to contact this  employer?  YES NO |
|  |
|  |
| Total Time Employed |
|  |
| Regular Duties and Responsibilities | | |
|  | | |
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|  |  |  |
| --- | --- | --- |
| Employer Name | | City/State |
|  | |  |
| Job Title | Supervisor Name and Contact Information | |
|  |  | |
| Dates Employed: | Reason for Leaving | Do we have your permission to contact this  employer? YES NO |
|  |
|  |
| Total Time Employed |
|  |
| Regular Duties and Responsibilities | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| Employer Name | | City/State |
|  | |  |
| Job Title | Supervisor Name and Contact Information | |
|  |  | |
| Dates Employed: | Reason for Leaving | Do we have your permission to contact this  employer? YES NO |
|  |
|  |
| Total Time Employed |
|  |
| Regular Duties and Responsibilities | | |
|  | | |

List any professional organizations you belong to. You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, disability, or other protected status.

Give name, address, and telephone number of three professional references who are not related to you and are not previous supervisors/managers. (Personal references can be added here, in addition to professional references).

1.

2.

3.

**I hereby certify that this application contains no willful misrepresentation or falsification and the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application could be rejected and, if employed, my employment terminated.**

Signature Date

Special Note for Supreme Court positions:

All offers of employment are contingent upon the results of a background check which may include obtaining criminal history information through the Washington State Patrol. Information from the background check will not necessarily preclude employment with the Supreme; but will be considered in determining the applicant's suitability and competence to perform in the job.

Revised 2/2021