



# STATE OF OREGON JUDICIAL DEPARTMENT EMPLOYMENT APPLICATION

An Equal Opportunity Employer

**This application form must be used to apply for jobs with the State of Oregon Judicial Department. Keep a completed copy of your application for your own record. Please read the following instructions. You will not be considered for a job if your application is incomplete.**

## INSTRUCTIONS

- Read the job announcement. If you believe that you are qualified, **fill out the application by typing or printing in ink.**
- Each job announcement lists the classification title and location of the position. Please show these on the application in the space provided.
- Applications that are incomplete or not signed and dated may be rejected. The application must be completed and submitted in its entirety.
- If a closing date is on the job announcement, your application must be received by that date unless other instructions appear on the announcement.
- All job announcements for nontemporary positions require that you prepare answers to questions appearing on the announcement in addition to filling out the application. These answers must be attached to the application when you submit it.
- Do not attach or enclose resumes, letters of reference, training records, academic transcripts, or examples of work with your application unless the job announcement directs you to do so.
- If you require an alternate format in order to complete the employment process, you may contact the court or division location for assistance before the closing date on the announcement. Please be prepared to describe the alternate format needed. The phone number is listed on the announcement.
- If you are invited to interview and, due to disability, need accommodation to participate in the interview, contact the hiring authority listed on the job announcement for assistance.

# STATE OF OREGON JUDICIAL DEPARTMENT

## Applicant's Authorization to Release Information

As an applicant for a position with the Oregon Judicial Department, I am required to furnish information for use in determining my qualifications and suitability to fill the position. I understand that any or all information contained in my application for employment may be subject to verification or investigation by the Judicial Department. I also understand that criminal history records will be checked in accordance with Judicial Department Personnel Rule (JDPR) 6.09. I also understand that driving records may be checked, if, in the judgment of the Judicial Department, such is relevant to the position for which my application for employment is made.

For these purposes, I consent to the release of information concerning my qualifications and suitability by employers, educational institutions, law enforcement agencies, and other relevant individuals and agencies to any duly authorized agent of the Judicial Department.

I further consent to allow a photocopy of this release form, when presented by a duly authorized agent of the Judicial Department, to serve as a valid release even though the photocopy does not contain an original writing of my signature.

This release expires one year after the date it is signed.

Applicant's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Applicant's Printed or Typed Name: \_\_\_\_\_



# JUDICIAL DEPARTMENT EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Name	Last	First	MI	Job Applied For (information may be found on job announcement)
Address				
Telephone No(s).	City	State	Zip	
	Residence	Business	Message	Title  Location _____

Federal Regulations: Are you authorized to work in the United States?     Yes     No

The Federal Immigration Reform and Control Act requires individuals to provide, to an employer, documented proof that they are authorized to work in the United States. The proof must be provided to, and verified by, hiring authorities at the time of hire or no later than three business days after the hire.

<b>VETERANS' PREFERENCE:</b> To receive credit attach a copy of your DD214/DD215. <span style="float: right;"><a href="#">(Criteria)</a></span>			
POINTS (check one):	DATE OF ENTRY (m-d-y)	DATE OF DISCHARGE (m-d-y)	BRANCH OF SERVICE
<input type="checkbox"/> 5 <input type="checkbox"/> 10			

Do you have a high school diploma or GED certificate?     Yes     No

**Colleges, Nursing, Military, Trades, Business, or Other Schools Attended**

Name of School and Location	Total No. of Hours	Type of Training or Major	Certificate or Degree Received

**Certification of Clerical Skills** (complete only if you are applying for a clerical position)

Net typing speed \_\_\_\_\_  
 Net shorthand/brief hand speed \_\_\_\_\_

Check if you are trained and/or experienced in:

- |  |   |
|--|---|
| <input type="checkbox"/> Data Entry            | <input type="checkbox"/> Word Processing      |
| <input type="checkbox"/> Legal Terminology     | <input type="checkbox"/> Shorthand/brief hand |
| <input type="checkbox"/> 10-key adding machine |   |

**Availability**

Date you could report to work: \_\_\_\_\_

Position type you are interested in:

- (check as many as apply):
- |                                    |                                    |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Job Share |
| <input type="checkbox"/> Part-time | <input type="checkbox"/> Any       |
| <input type="checkbox"/> Temporary |                                    |

**Language Skills** (other than English)

Language: \_\_\_\_\_

- |                                |                                     |
|--------------------------------|-------------------------------------|
| <input type="checkbox"/> Speak | <input type="checkbox"/> Read/Write |
| <input type="checkbox"/> Speak | <input type="checkbox"/> Read/Write |

### Licenses/Certificates

List any licenses or certificates required by the job announcement.

Title of License or Certificate	Number	Issuing Agency	Date Issued	Date of Expiration

### Work Experience

Describe all work experience: a) that may be related to the position you are applying for and b) to meet the requirements for the position as specified in the recruiting announcement. Include related unpaid and volunteer work. If you need to list more than five employers, attach additional sheets.

Present or last employer \_\_\_\_\_ Kind of business \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Starting date (mo/yr) \_\_\_\_\_ Leaving date (mo/yr) \_\_\_\_\_ Last Salary \_\_\_\_\_  Volunteer  
Job title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Supervisor's job title \_\_\_\_\_ May we contact?  Yes  No  
Job Duties: \_\_\_\_\_

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Present or last employer \_\_\_\_\_ Kind of business \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Starting date (mo/yr) \_\_\_\_\_ Leaving date (mo/yr) \_\_\_\_\_ Last Salary \_\_\_\_\_  Volunteer  
Job title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Supervisor's job title \_\_\_\_\_ May we contact?  Yes  No  
Job Duties: \_\_\_\_\_

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Starting date (mo/yr) \_\_\_\_\_ Leaving date (mo/yr) \_\_\_\_\_ Last Salary \_\_\_\_\_  Volunteer  
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Name of Supervisor \_\_\_\_\_ Supervisor's job title \_\_\_\_\_ May we  
contact?  Yes  No  
Job Duties:

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Present or last employer \_\_\_\_\_ Kind of business \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Starting date (mo/yr) \_\_\_\_\_ Leaving date (mo/yr) \_\_\_\_\_ Last Salary \_\_\_\_\_  Volunteer  
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Job Duties:

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Address \_\_\_\_\_ Phone \_\_\_\_\_  
Starting date (mo/yr) \_\_\_\_\_ Leaving date (mo/yr) \_\_\_\_\_ Last Salary \_\_\_\_\_  Volunteer  
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contact?  Yes  No  
Job Duties:

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I certify and affirm that I have read the notice below, personally completed this application or requested it's completion, and that all statements contained herein are true and complete. I further understand that any offer of salary is made in accordance with Judicial Department Personnel Rule (JDPR) 4.03.

**NOTICE:** Any oral or written statement that is false, fraudulent or misleading contained in this application or made in the course of any related employment process whether made by me or by others at my request will result in rejection of my application, denial of employment, dismissal from state service if discovered after employment and in many circumstances prosecution for a crime. Criminal conviction records will be checked in accordance with JDPR 6.09. Driving records may be checked if, in the judgment of the Judicial Department, such is relevant to the position for which this application is made, and may be grounds for rejection of the application or termination of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

OJD Application  
December 2009

## **OREGON JUDICIAL DEPARTMENT VETERANS' PREFERENCE CRITERIA**

Applicants are eligible to use veterans' preference when applying with the Oregon Judicial Department (OJD) in accordance with ORS 408.225, 408,230, 408.235 and Judicial Department Personnel Rule (JDPR) 6.06.

### **5 POINTS (VETERAN)**

To receive **5 points** you must have served on active duty in the Armed Forces:

1. For more than 178 consecutive days; or
2. For at least one day in a combat zone (408.225); or
3. Received a combat or campaign ribbon for service in the Armed Forces.

To qualify under 1 or 2 above, you must have been discharged or released from active duty under honorable conditions.

**DOCUMENTATION REQUIREMENT:** You must attach a copy of your DD214/DD215 form to your OJD application.

### **10 POINTS (DISABLED VETERAN)**

To receive **10 points** you must be:

1. A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty; or
2. Entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
3. Awarded the Purple Heart for wounds received in combat.

**DOCUMENTATION REQUIREMENT:** You must attach the following to your OJD application:

- A. A copy of your DD214/DD215 form; and
- B. A copy of your veterans' disability preference letter from the U.S. Department of Veterans' Affairs.

For additional information on veterans' preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

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