

# EMPLOYMENT APPLICATION

Montgomery County Circuit Court  
Court Administration  
50 Maryland Avenue, North Tower, Room 3040  
Rockville, MD 20850

The Montgomery County Circuit Court is an equal opportunity employer, committed to workforce diversity. It is the policy and practice of the Circuit Court to select new employees and to promote current employees based on qualifications only, without regard to race, religion, color, national origin, gender, gender identity, genetics, marital status, age, sexual orientation, or disability.

Individuals with disabilities are encouraged to apply for announced positions. Accommodation is provided in recruitment, testing, and placement. For assistance, please call 240-777-9100. Determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

**INSTRUCTIONS:** Please complete all relevant sections. Your application may be rejected if information is missing.

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## **SECTION 1 - POSITION INFORMATION**

Position for which you are applying:

Department:

Date Available:

Minimum Acceptable Salary:

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## **SECTION 2 - PERSONAL DATA**

Name:

Last

First

Middle Name or Initial

Address (include city, state, zip):

Email Address:

Telephone numbers (xxx) xxx-xxxx:

Home:

Cell:

Work:

Have you ever worked for the Circuit Court before?            Yes            No

Are you eligible to work in the United States?            Yes            No

**Proof of citizenship or immigration status will be required upon employment.**

For positions requiring driving: Do you possess a valid motor vehicle operator's  
license? Yes            No

If so, from which state (choose from the dropdown)?

Other country/territory:

Please indicate the source(s) from which you learned of this position (check all that apply):

Referral from court employee            Internet Search

Referral from family member/acquaintance            Other:

**SECTION 3 - EDUCATION & TRAINING (Add as many schools as needed)**

TYPE OF SCHOOL	NAME, CITY, STATE OF SCHOOL	TYPE OF DIPLOMA/DEGREE AWARDED	MAJOR/PROGRAM
HIGH SCHOOL			N/A
COLLEGE OR UNIVERSITY			
OTHER SCHOOL OR TRAINING ORGANIZATION			

PROFESSIONAL LICENSE(S)			
TYPE	LICENSE #	STATE ISSUED	EXPIRATION DATE

Computer applications with which you are comfortable working (check all that apply):

Microsoft Word

Microsoft Excel

Microsoft Access

Microsoft PowerPoint

Other:

Microsoft Visio

Microsoft Project

Programming Languages:

Operating Systems:

Foreign languages spoken or read:

Please use this space to provide information about additional skills, experience, and/or training that would enhance your ability to perform the position for which you are applying:

#### **SECTION 4 - EMPLOYMENT HISTORY**

Please provide a detailed employment history. List all positions held, including military, part-time, summer, and volunteer, starting with the most recent. Additional positions can be listed with these same fields and attached as separate pages. In order to preclude a delay in the processing of your application, please be sure that all fields below are completely filled out and that all information provided is true and correct. Please provide details of all critical job duties even if they are already detailed on your résumé.

**Present or most recent position:**

1. Job Title:

Employer Name:

Employer Address:

Name & Title of Supervisor:

Dates of Employment:

From:

To:

Starting Salary:

Ending Salary:

# Hours Worked/Week:

Number of employees supervised and their job titles:

Reason for Leaving:

May we contact your present employer? Yes      No

Job Duties:

**Former positions:**

2. Job Title:

Employer Name:

Employer Address:

Name & Title of Supervisor:

Dates of Employment:

From:

To:

Starting Salary:

Ending Salary:

# Hours Worked/Week:

Number of employees supervised and their job titles:

Reason for Leaving:

May we contact your present employer? Yes      No

Job Duties:

3. Job Title:

Employer Name:

Employer Address:

Name & Title of Supervisor:

Dates of Employment:

From:

To:

Starting Salary:

Ending Salary:

# Hours Worked/Week:

Number of employees supervised and their job titles:

Reason for Leaving:

May we contact your present employer? Yes      No

Job Duties:

## **SECTION 5 – PROFESSIONAL REFERENCES**

A representative of the Circuit Court will check the educational and employment references of applicants and/or newly hired employees. References provided below may be contacted. Questions concerning the applicant's and/or newly hired employee's education, work experience, character, and personality may be asked. All disclosures required by law will be made to the applicant and/or newly hired employee. Please provide the names of three persons not related to you with whom you have worked for at least one year.

<b>PROFESSIONAL REFERENCES</b>			
<b>Name &amp; Address</b>	<b>Title</b>	<b>Telephone Number</b>	<b>Years Acquainted</b>

## **SECTION 6 – GENERAL INFORMATION**

Are any of your relatives employed by the Circuit Court?      Yes              No  
If yes, please list name and relationship of each relative:

***Affirmative responses to the following questions will not automatically exclude you from employment consideration at the Circuit Court:***

Have you ever been dismissed or asked to resign from any position?      Yes              No  
If yes, please explain the circumstances:

Have you ever been convicted of an offense in an adult court?      Yes              No  
If yes, please explain the circumstances:

## **SECTION 6 – GENERAL INFORMATION**

### **PLEASE READ THE FOLLOWING CAREFULLY**

**“UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00.”**

**NOTE: ALL APPLICANTS MUST ACKNOWLEDGE THE NOTICE ABOVE, BY SIGNATURE ON THE FOLLOWING SPACE:**

**WHEN EMAILING THIS APPLICATION, PLEASE ACKNOWLEDGE THE ABOVE NOTICE BY TYPING YOUR INITIALS IN THE BOX TO THE RIGHT:**

**FAILURE TO SIGN WILL RESULT IN REJECTION OF THE APPLICATION (SEC. 3-702, AS AMENDED BY H.755, L.1998, EFFECTIVE JUNE 1, 1998).**

### **APPLICANT'S AUTHORIZATION FOR INFORMATION TO BE SOUGHT OR OBTAINED**

I consent to and authorize the Circuit Court, and its agents and employees, to obtain in any manner any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information, and reason for separation of employment, relating to my employment with any former employer. It is expressly understood that any information sought or obtained is to be used for the purpose of determining my acceptability for employment. I also hereby release the Circuit Court, and its agents and employees, from all liability for damages or claims, including, but not limited to, defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information sought or obtained pursuant to this Authorization.

Signature of Applicant:

Signature Date:

**WHEN EMAILING THIS APPLICATION, PLEASE ACKNOWLEDGE THE ABOVE NOTICE BY TYPING YOUR INITIALS IN THE BOX TO THE RIGHT:**

## **APPLICANT'S AUTHORIZATION FOR THE RELEASE OF INFORMATION**

I consent to and authorize the above-named former employer(s), and its agents and employees, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information, and reason for separation of employment, relating to my employment with the former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release the above-named former employer, and its agents and employees, from all liability for damages or claims, including, but not limited to, defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information provided pursuant to this Authorization or any attempts to comply with this information.

Signature of Applicant:

Signature Date:

**WHEN EMAILING THIS APPLICATION, PLEASE ACKNOWLEDGE THE ABOVE NOTICE BY TYPING YOUR INITIALS IN THE BOX TO THE RIGHT:**

## **APPLICATION FORM DISCLAIMER**

By my signature below, I confirm that it is my understanding that this is an application for employment and not a contract to employ me. Neither the acceptance of this application, nor the subsequent entry into any type of employment relationship, and regardless of the contents of employee handbooks, human resources guide, benefit plans, policy statements, and the like, as they may exist from time to time, or other Court practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Court, or otherwise to change in any respect the employment-at-will relationship between the Court and the undersigned. The employment-at-will relationship cannot be altered except by a written instrument executed by the Administrative Judge of the Circuit Court for Montgomery County, Maryland. I also know and understand that if employment is offered to me and the salary is stated in a fixed term such as annual, monthly, etc., either orally or in writing, that it does not imply employment for any fixed period of time. In the event I am offered a position and I accept that offer, I understand that I would be an at-will court employee and my employment shall be completely voluntary and may be terminated at any time, without specified notice or reason, by either myself or the Circuit Court.

I, the undersigned, certify that I have read and fully comprehend this form in its entirety and that the information herein provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove to be false, misleading or erroneous, it may result in the rejection of my application or in my dismissal from employment at any time without previous notice from the Court. I authorize the investigation of all matters and/or statements contained in this application and hereby give the Circuit Court's representatives permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Court from any liability as a result of such contact. In submitting

this application, I further understand that the application itself is valid only for thirty (30) days and becomes the property of Montgomery County Circuit Court and will not be returned. I further understand that the first six (6) months of my employment with the Circuit Court is an introductory period, and that at any time during this introductory period and thereafter, my employment relationship with the Court is terminable at-will for any reason by either party.

Signature of Applicant:

Signature Date:

**WHEN EMAILING THIS APPLICATION, PLEASE ACKNOWLEDGE THE ABOVE NOTICE BY TYPING YOUR INITIALS IN THE BOX TO THE RIGHT:**

**PLEASE MAKE SURE TO REVIEW THE ENTIRE APPLICATION FOR ANY ERRORS OR OMISSIONS BEFORE SUBMITTING IT TO THE CIRCUIT COURT.**

**We thank you for submitting an application for employment  
with the Montgomery County Circuit Court.**

**Submissions should be emailed to [adminhr@mcccourt.com](mailto:adminhr@mcccourt.com).**

**AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO WORKFORCE DIVERSITY**