



APPLICATION FOR EMPLOYMENT

Will County Court Services Department

Twelfth Judicial Circuit

Will County, Illinois

This form may not be reproduced without the authorization of the
Will County Court Services Department

Equal Employment Opportunity Statement

The Will County Court Services Department does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or in the provision of services.

INSTRUCTIONS

Your application will be considered with others in competition for the position in which you have indicated an interest. Please furnish us with complete information as outlined in this application. Please print and use ink, **do not type**.

Application For: Adult Probation Officer Juvenile Probation Officer Juvenile Detention Officer

Date of Application _____

Name _____
Last First Initial

Address _____ Home Phone () _____

City / State / Zip _____ Other Phone () _____

Social Security # XXX-XX- _____ Driver's License # _____

Citizen of the United States? Yes No

Have you ever been convicted of a felony offense? Yes No

If Yes, Date _____ Place _____ Disposition _____

Nature of conviction _____

Are you fluent in any foreign languages? Yes No Indicate language(s) _____

EDUCATIONAL HISTORY – All applicants are required to submit transcripts and evidence of degree(s) received.

1. College _____ From _____ To _____
Month/Year Month/Year

Address / City / State _____

Major Subject _____ Degree _____

Date Conferred _____ Overall Grade Point Average _____

Please list any academic awards or honors along with the dates they were conferred:

2. College _____ From _____ To _____
Month/Year Month/Year
Address / City / State _____
Major Subject _____ Degree _____
Date Conferred _____ Overall Grade Point Average _____
Please list any academic awards or honors along with the dates they were conferred:

GRADUATE SCHOOL

1. School _____ From _____ To _____
Month/Year Month/Year
Address / City / State _____
Major Subject _____ Degree _____
Date Conferred _____ Overall Grade Point Average _____
Please list any academic awards or honors along with the dates they were conferred:

2. School _____ From _____ To _____
Month/Year Month/Year
Address / City / State _____
Major Subject _____ Degree _____
Date Conferred _____ Overall Grade Point Average _____
Please list any academic awards or honors along with the dates they were conferred:

SPECIAL COMPETENCIES – Please list the granting of any certifications or licensures for the provision of specialized services and also indicate the effective dates or periods of authorization for the above.

1. _____
2. _____

EMPLOYMENT HISTORY – (Please list employers beginning with your present or most recent employment. Also, include any U.S. Military Service in this section of the form)

1. Employer _____
Address _____
Your Position _____ Type of Work _____
From _____ To _____
Part-Time _____ Full-Time _____
Salary _____ Name of immediate Supervisor _____
Describe your duties in this position _____

Reason for leaving _____

2. Employer _____
Address _____
Your Position _____ Type of Work _____
From _____ To _____
Part-Time _____ Full-Time _____
Salary _____ Name of immediate Supervisor _____
Describe your duties in this position _____

Reason for leaving _____

3. Employer _____
Address _____
Your Position _____ Type of Work _____
From _____ To _____
Part-Time _____ Full-Time _____
Salary _____ Name of immediate Supervisor _____
Describe your duties in this position _____

Reason for leaving _____

4. Employer _____
Address _____
Your Position _____ Type of Work _____
From _____ To _____
Part-Time _____ Full-Time _____
Salary _____ Name of immediate Supervisor _____
Describe your duties in this position _____

Reason for leaving _____

UNSALARIED EXPERIENCE – (e.g. Internship, volunteer, etc.)

1. Organization _____ Location _____
Position Held _____
Describe your duties in this position _____

Dates of participation – From _____ To _____
Month/Year Month/Year

Supervisor _____ Hours worked per week _____

2. Organization _____ Location _____
 Position Held _____

Describe your duties in this position _____

Dates of participation – From _____ To _____
Month/Year Month/Year

Supervisor _____ Hours worked per week _____

REFERENCES – (Please provide the names of three (3) persons who are familiar with your employment / educational record)

1. Name _____ Phone () _____
 Address _____ City / State _____
 Business / Occupation _____
 Relationship _____

2. Name _____ Phone () _____
 Address _____ City / State _____
 Business / Occupation _____
 Relationship _____

3. Name _____ Phone () _____
 Address _____ City / State _____
 Business / Occupation _____
 Relationship _____

Permission is hereby given to the Will County Court Services Department and the Court of the Twelfth Judicial Circuit to contact any or all persons, institutions, or agencies named in this application for information concerning this applicant.

Signature of Applicant Date

