

King County Superior Court

Application for Employment

Dear Applicant,

Thank you for considering a position with King County Superior Court, a government dedicated to serving the people of King County, Washington.

Please fill out the entire application. Providing complete and accurate information on your education, work experience, and skills will help identify whether you are a qualified candidate for the position.

King County Superior Court is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation (including gender identity), or any other basis prohibited by federal, state, and local laws.

If you need an accommodation in the application or testing process, please indicate this on the Applicant Data Sheet page. King County Superior Court fully supports the Americans With Disabilities Act and will provide reasonable accommodation.

Instructions

1. Submit a separate application for each job opening. Applications are accepted only for open positions.
2. Type or print legibly in ink.
3. Include the job title on the application. If you are applying for more than one position, please note the correct job title on *each* application.
4. Answer all questions. If a question is not applicable, enter "N/A". An incomplete application may delay action or disqualify you. All information you provide is subject to verification.
5. Return all required materials indicated on the job announcement.
6. Submit a copy of your DD-214 with your application if you are claiming Veteran's Preference.
7. Date and sign the application. If not signed, the application will not be complete. (Note: If submitting the application electronically, an electronic signature or typed name will substitute for a written signature.)
8. An incomplete application may disqualify you from being considered for the position.
9. Send your completed application packet to the address listed on the job announcement. Applications sent to the wrong address may not be processed.
10. Your application must be received by the date and time indicated on the job announcement.
11. Applications and supporting material will not be returned.
12. Allow a minimum of six weeks after the announced closing date for a reply to your application.

Human Resources Department
King County Superior Court
516 3rd Avenue, Room C-203, Seattle, WA 98104
King County jobs website: www.kingcounty.gov/jobs
Alternative formats: 206-296-7340 or TTY Relay 711



King County Superior Court
516 Third Ave – Rm C-912
Seattle, WA 98104
(206) 296-9100

APPLICATION FOR EMPLOYMENT

(Please type or print with black ink)

Complete all sections. Failure to do so may result in the rejection of your application. Statements such as "see resume" do not substitute for completing any portion of the application.

POSITION APPLIED FOR

DATE OF APPLICATION

TYPE OF EMPLOYMENT DESIRED

☐ Full-time

☐ Part-time

☐ Temporary

DATE AVAILABLE FOR WORK

Date Received

How did you learn of this position (ex. Relative, friend, radio station, newspaper etc.)?

Be specific:

LAST NAME

FIRST NAME

MIDDLE NAME

HOME TELEPHONE

()

STREET ADDRESS

CITY

STATE

ZIP CODE

DAY TELEPHONE

()

E-MAIL

ARE YOU 18 YEARS OR OLDER?

☐ Yes

☐ No

MAY WE CONTACT YOU AT WORK?

☐ Yes

☐ No

HAVE YOU EVER BEEN EMPLOYED BY KING COUNTY SUPERIOR COURT?

☐ Yes

☐ No

DO YOU HAVE ANY RELATIVES EMPLOYED BY KING COUNTY SUPERIOR COURT?

☐ Yes

☐ No

IF YES, NAME AND RELATIONSHIP?

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES, EITHER BECAUSE YOU ARE A U.S. CITIZEN OR BECAUSE YOUR VISA OR IMMIGRATION STATUS AUTHORIZES LEGAL EMPLOYMENT IN THE U.S.?

☐ Yes

☐ No

EDUCATION

High School

Location (City/State)

Graduate/GED

☐ Yes

☐ No

College or University

Location (City/State)

Degree Conferred

Major

Credit Hours

Dates Attended

From

To

List (below) any vocational or on-the-job training you have completed which would be relevant to the position you are applying for, also include dates.

From

To

From

To

Other valid professional licenses and certifications you hold.

Type of license

Issuing State

Registration No.

Expiration Date

Failure to provide complete information on this application and subsequent materials could delay processing of your application and/or disqualify you from consideration. This application will be used for this job announcement only. A separate application is needed for each job posting.

EXPERIENCE

This section must be completed in detail. A resume will not substitute for a completed application form. List all work experience for at least the last 10 years, starting with your most recent job. In addition, list any earlier work experience you believe relates to the position for which you are applying. If more than one position has been held with the same employer, list each separately. Include any relevant military experience that relates to the position for which you are applying. Under "Primary Duties" describe your job tasks in sufficient detail so that not only your tasks, but your level of responsibility can be determined. If you require additional space, attach a separate sheet using the same format.

EMPLOYMENT HISTORY

From (Month & Year)	Present Position Title	Employer's Name		Telephone Number ()	
To (Month & Year)	Employer's Street Address	City		State	Zip
Total Months Worked		Supervisor's Name			Supervisor's Telephone ()
Hours Worked each Week	Starting Salary \$	Present or Last Day Salary \$	Reason For Leaving or Considering Change:		
Number of Employees Supervised by You:		May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Primary Duties:					

From (Month & Year)	Title of Position You Held Before The Above	Employer's Name		Telephone Number ()	
To (Month & Year)	Employer's Street Address	City		State	Zip
Total Months Worked		Supervisor's Name			Supervisor's Telephone ()
Hours Worked each Week	Last Salary \$	Reason For Leaving or Considering Change:			
Number of Employees Supervised by You:					
Primary Duties:					

From (Month & Year)	Title of Position You Held Before The Above	Employer's Name		Telephone Number ()	
To (Month & Year)	Employer's Street Address	City		State	Zip
Total Months Worked		Supervisor's Name			Supervisor's Telephone ()
Hours Worked each Week	Last Salary \$	Reason For Leaving or Considering Change:			
Number of Employees Supervised by You:					
Primary Duties:					

From (Month & Year)	Title of Position You Held Before The Above	Employer's Name	Telephone Number ()	
To (Month & Year)	Employer's Street Address	City	State	Zip
Total Months Worked	Supervisor's Name		Supervisor's Telephone ()	
Hours Worked each Week	Last Salary \$	Reason For Leaving or Considering Change:		
Number of Employees Supervised by You:				
Primary Duties:				

Reference Authorization: I authorize King County Superior Court to contact the following three professional references.

NAME	TITLE	ORGANIZATION	TELEPHONE
			()
			()
			()

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. I give King County Superior Court the right to investigate all references, and to secure additional information about me, including a criminal record check. I hereby release from liability King County Superior Court and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

SIGNATURE OF APPLICANT	DATE
X	



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516 Third Ave – Rm C-912
Seattle, WA 98104
(206) 296-9100

APPLICATION FOR EMPLOYMENT

APPLICANT DATA SHEET

(Please type or print with black ink)

POSITION APPLIED FOR		DATE OF APPLICATION
LAST NAME	FIRST NAME	MIDDLE NAME
MAILING ADDRESS		

MILITARY SERVICE/VETERAN'S PREFERENCE

Per RCW 41.04.010, certain veterans are eligible for Veteran's Preference. **To be eligible, you must meet all of the following criteria:**

1. You have not previously used your veteran's status to obtain an offer of employment.
2. You served in the military during any period of war (the Persian Gulf War began August 2, 1990 and has not yet officially ended). Military service during the Lebanon crisis, the invasion of Grenada, or the Operation Just Cause in Panama must have resulted in award of the respective campaign badge or medal for these military actions) OR you received the Armed Forces Expeditionary Medal or the Marine Corps or Navy Expeditionary Medal for opposed action on foreign soil, or the Southwest Asia Service Medal.
3. You served on active duty for at least 180 days. (Reserve and National Guard Service for less than six continuous months is not regarded as active duty).

Have you ever obtained employment in Washington State using Veteran's Preference? ☐ YES ☐ NO

Do you claim Veteran's Preference for this examination? ☐ YES ☐ NO

If claiming Veteran's Preference, you must attach form DD214. Form attached? ☐ YES ☐ NO

Have you served on active duty in the U.S. military in the last 96 months? ☐ YES ☐ NO

If yes: Branch of Service ☐ Air Force ☐ Army ☐ Coast Guard ☐ Marines ☐ Navy

☐ Regular ☐ Reserve ☐ National Guard Active Duty Dates _____ to _____

Are you receiving Veteran's retirement pay? ☐ YES ☐ NO

Voluntary Affirmative Action Questionnaire

King County Superior Court is an equal opportunity employer and shall carry out federal, state, and local laws and regulations prohibiting discrimination in employment on the basis of age, race, color, creed, religion, national origin, sex, sexual orientation, marital status, or the presence of a sensory, mental, or physical handicap or disability.

For the purposes of effectively implementing the King County Superior Court's Affirmative Action Plan, we would appreciate your providing the information below. This is entirely voluntary and will remain confidential.

PLEASE CHECK THE SEX AND RACIAL/ETHNIC GROUP WITH WHICH YOU IDENTIFY:

- ☐ MALE ☐ FEMALE ☐ I CHOOSE NOT TO IDENTIFY
- ☐ CAUCASIAN ☐ ASIAN / PACIFIC ISLANDER ☐ AFRICAN AMERICAN
- ☐ HISPANIC ☐ AMERICAN INDIAN / ALASKAN NATIVE ☐ OTHER

WILL YOU NEED SPECIAL EQUIPMENT OR HELP IN THE TESTING PROCESS? ☐ YES ☐ NO

IF YES, PLEASE EXPLAIN:

SIGNATURE OF APPLICANT

DATE

X