



# State of Delaware Judicial Branch Non-Merit Employment Application

Last Name			First Name			Middle Initial			Human Resources Use Only: MQ's: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:		
Mailing Address, City, State, Zip				E-mail address:					Rater: _____ Date: _____		
Home Phone ( )			Cell Phone ( )								
Work Phone ( )				May we call you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Driver's License (State)			Type and #:			Expiration Date					
Job Applied for (Title)											
Court/Agency						Posting #					
1. Job location(s) applied for: <input type="checkbox"/> New Castle <input type="checkbox"/> Kent <input type="checkbox"/> Sussex <input type="checkbox"/> City of Wilmington											
2. Will you accept: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time											
Education/training <input type="checkbox"/> High School Graduate/GED <input type="checkbox"/> Vocational/Business School						Type of Degree Received					
Name & Location of College/University			Dates Attended		Major/Minor						
Occupational Licenses			Issued by/ #			Expiration Date					
Certificates (Types)											
Computer Skills											
Language(s) other than English						<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write					

# Employment History

Name on Employment/Educational Records if different from present name:

Beginning with your current or most recent position, state your employment history. A resume does not substitute for this section of the application. This section must be completed. Are you employed now?  Yes  No

Employer:	Supervisor:
Address:	Phone: (    )
Employed (month & year): From:	To:
<input type="checkbox"/> Full time <input type="checkbox"/> Part time Reason for leaving:	
Job title(s) & duties:	

Employer:	Supervisor:
Address:	Phone: (    )
Employed (month & year): From:	To:
<input type="checkbox"/> Full time <input type="checkbox"/> Part time Reason for leaving:	
Job title(s) & duties:	

Employer:	Supervisor:
Address:	Phone: (    )
Employed (month & year): From:	To:
<input type="checkbox"/> Full time <input type="checkbox"/> Part time Reason for leaving:	
Job title(s) & duties:	
Duties	

# Employment History

Employer:

Supervisor:

Address:

Phone: (    )

Employed (month & year): From:

To:

Full time  Part time Reason for leaving:

Job title(s) & duties:

Duties

Employer:

Supervisor:

Address:

Phone: (    )

Employed (month & year): From:

To:

Full time  Part time Reason for leaving:

Job title(s) & duties:

Duties

Employer:

Supervisor:

Address:

Phone: (    )

Employed (month & year): From:

To:

Full time  Part time Reason for leaving:

Job title(s) & duties:

Duties

Use Additional Pages if Needed

# Minimum Qualifications

Please describe how your education, training, and experience meet ***each*** minimum qualification and ***each*** additional requirement described in the formal Job Announcement. Please *do not* submit copies of letters or training certificates, unless stated as a requirement.

**Please remember to sign your application form.**

Use additional pages if needed

# Release of Employment Information

Before signing, please read the following statements carefully and answer all questions.

**Child Support Compliance:** State law requires that information on all hires (i.e., name, address, social security number, and date of hire) be reported to the State for the purpose of locating persons who owe family support. The Division of Child Support Enforcement is authorized to request additional employment and identifying information under special circumstances. Applicants will not be disqualified from employment based on this information.

**Direct Deposit:** As a condition of employment, direct deposit of paychecks is required for all new employees.

**Reference Check:** Prior to appointment, education and employment history are subject to verification. At the time of a selection interview, applicants may be required to provide copies of certificates, licenses, diplomas, and course transcripts.

**Veteran's:** Applicants claiming status as a veteran, or the un-remarried widow or widower of a deceased veteran, shall attach a copy of their DD214 form. Applicants claiming status as a disabled veteran or un-remarried widow or widower of a deceased disabled veteran shall include their VA disability letter and claim number.

**Reasonable Accommodations:** Applicants with disabilities should call 302-739-5458 to request an auxiliary aid or service. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**Immigration Law:** At the time of hire, employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986. The State of Delaware requires verification of identity and eligibility for employment in the United States. Are you lawfully permitted to work in the United States beyond a temporary period without employment based sponsorship?

Yes  No

**Selective Service:** If you are a male, born after January 1, 1960, have you registered for Selective Service, if required to register (proof of registration may be required)?

Yes  No

**Convictions:** Have you ever been convicted of a felony or Class A Misdemeanor? If yes, identify type of offense, date, and location.

Yes  No

Present State of Delaware employee?  Yes  No  Merit  Other  Seasonal  
Past State of Delaware employee?  Yes  No  Merit  Other  Seasonal  
Current State of Delaware Pensioner?  Yes  No Effective Date of Retirement: \_\_\_\_\_

I understand that as an employee of the Judicial Branch, I will be required to pass a criminal background check as a condition of employment. Information provided on this application may be verified, including but not limited to, contacting former employers. Any false or substantive omission of information may be cause for rejection or, if currently a State employee, dismissal. I authorize the release of any information from previous employers or references. If I am a current or former employee of the State of Delaware, I acknowledge that my personnel records shall be subject to review by the hiring agency. By checking the signature box below and/or affixing my signature to this document, I certify that I have read and understand the conditions of employment. I also certify that this application was completed by me, that all entries on it are true, and that I seek employment under these conditions.

Check here:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Please return this application to the specific court listed on the job announcement/advertisement prior to the closing date.**



## The Delaware Judiciary

An Equal Opportunity and Affirmative Action Employer

# Voluntary Diversity Information Statement

It is the policy of the Judicial Branch of the State of Delaware to assure equal and fair treatment in all aspects of employment opportunity regardless of race, marital status, genetic information, disability, color, age, religion, sex, sexual orientation, gender identity, or national origin. The information requested below is strictly voluntary. This page will be detached from your application and will not be used for employment decisions.

Job applied for (Title):	
Court/Agency:	Posting #
Age:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female

Race/Ethnicity:

- Alaskan Native
- American Indian
- Asian
- Black
- Hispanic
- Other
- Pacific Islander
- White

Please direct any questions to:

Administrative Office of the Courts  
The Renaissance Centre  
405 N. King Street, Suite 507  
Wilmington, DE 19801-3700  
(302) 255-0090