

JUDICIAL EMPLOYMENT APPLICATION

**Arizona Superior Court in Cochise County
Judicial Human Resources
P.O. Box 204
Bisbee, AZ 85603**



**Phone: (520) 432-8503
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www.cochise.az.gov**

To Apply:

- Follow all instructions in the How to Apply section of the job announcement.
- Submit a separate application for each job. If you apply for more than one job, you may submit photocopies of the application with an original signature if each new job title is clearly identified.
- The information you provide in this application will be used to determine your qualifications. Be complete. A resume will not be accepted in lieu of an application.
- You may be required to complete supplemental information or submit other documents such as a resume and cover letter in addition to this employment application. Review the job announcement requirements and include all necessary documents with your application.
- Reasonable accommodations may be requested by contacting Judicial Human Resources.
- The application and any additional materials requested in the job announcement should be submitted to Judicial Human Resources by the specified date/time provided in the job announcement.
- All applicant information may be verified. Incomplete or false information may eliminate you from the selection process. In addition, failure to submit a truthful and complete application may constitute fraud in securing an appointment and may be cause for disciplinary action, including dismissal.
- Once submitted, the application and attached documents become official Court records and cannot be returned.
- Contact Judicial Human Resources and update your application if your address/phone information changes.

Selection Process

- Each application will be reviewed to determine if applicants meet the minimum qualifications for the position.
- Additional selective criteria may be identified if there are large numbers of applicants for the same position.
- Applications from individuals who meet minimum qualifications may be kept for six months from the date of submission.
- You may be notified by mail, phone or e-mail of your application's status at any point in the process.
- Assessment passing scores will remain valid for six months.

BACKGROUND INVESTIGATIONS

All successful applicants will be subject to a background investigation to include criminal history and reference checks. Physical evaluations and/or drug screening may be conducted based on the requirements of the position.

All safety sensitive positions (probation officer, surveillance officer and juvenile detention officer positions) must undergo psychological evaluation, polygraph, medical evaluation and drug screening.

FELONY CONVICTIONS will be an automatic bar to employment. MISDEMEANOR CONVICTIONS will be reviewed on a case-by-case basis and may be a bar to employment if the circumstances of the crime are directly related to the duties and responsibilities of the position for which application is made.

JUDICIAL EMPLOYMENT APPLICATION

Position Applying for:						
Last Name		First Name			Middle Initial	
Street			City	State	Zip	
Home phone		Alternate phone		E-mail address:		
Do you have the legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Are you over 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Check all types of employment you will accept:		Check all work shifts/arrangements you will accept:		Check all types of work-weeks that you will accept:		
Regular <input type="checkbox"/>		Day <input type="checkbox"/>		Monday-Friday <input type="checkbox"/>		
Full-time <input type="checkbox"/>		Evening <input type="checkbox"/>		Weekends <input type="checkbox"/>		
Part-time <input type="checkbox"/>		Midnight <input type="checkbox"/>		Rotating <input type="checkbox"/>		
Grant-funded <input type="checkbox"/>		Rotating <input type="checkbox"/>				
Temporary <input type="checkbox"/>		On-Call <input type="checkbox"/>				
Intermittent <input type="checkbox"/>						
Variable time <input type="checkbox"/>						
Have you ever been employed by Cochise County? If yes, please include department, job title and dates of employment. Yes <input type="checkbox"/> No <input type="checkbox"/>						
RELATIVES – Do you have any relatives who work for Cochise County? If yes, please provide Name, Relationship, and Department:						
EDUCATION List your education accurately and completely. The number of credits earned is important if you do not yet have the degree and want to receive partial credit if allowed. Relevant course work may be important. Check the job announcement for education requirements. VERIFICATION OF DEGREE WILL BE REQUIRED AT TIME OF APPOINTMENT.						
Do you have a high school diploma? Yes <input type="checkbox"/> No <input type="checkbox"/> OR GED? Yes <input type="checkbox"/> No <input type="checkbox"/>						
College/University/ Technical/Trade School	Location (town/state)	Degree Completed Y/N	Type of Degree Awarded	Major	Number of credit hrs. completed	
Please describe below in detail any additional education, on the job training, workshops etc. that you think are relevant to the position you are applying for:						
WPM Typing?		WPM Dictation?				
Do you have a Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include your license number and issuing state						
PROFESSIONAL LICENSES, CERTIFICATIONS AND REGISTRATIONS						
Other Licenses: Type	Lic./Reg. #	Exp. Date		Issuing State	Valid in AZ?	
LANGUAGES OTHER THAN ENGLISH						
LANGUAGE	Speak		Read		Write	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Current or Last Employer:		Type of business:	
Position Held:	From (mo/yr):	To (mo/yr):	# Hours per week:
Street:	City:	State:	Zip:
Supervisor's Name & Title:		May we contact? (Y/N)	Phone:
Ending/Current Salary:		Reason for leaving?	
Duties & Responsibilities:			
If applicable, number and type of positions you supervised (e.g. Clerical, Professional, Trades, etc.):			
Current or Last Employer:		Type of business:	
Position Held:	From (mo/yr):	To (mo/yr):	# Hours per week:
Street:	City:	State:	Zip:
Supervisor's Name & Title:		May we contact? (Y/N)	Phone:
Ending/Current Salary:		Reason for leaving?	
Duties & Responsibilities:			
If applicable, number and type of positions you supervised (e.g. Clerical, Professional, Trades, etc.):			
Current or Last Employer:		Type of business:	
Position Held:	From (mo/yr):	To (mo/yr):	# Hours per week:
Street:	City:	State:	Zip:
Supervisor's Name & Title:		May we contact? (Y/N)	Phone:
Ending/Current Salary:		Reason for leaving?	
Duties & Responsibilities:			
If applicable, number and type of positions you supervised (e.g. Clerical, Professional, Trades, etc.):			

REFERENCE INFORMATION

Professional References (provide at least three professional references to include one or more current or recent supervisors):

Name of the reference	Address	Contact phone number(s)	Working relationship:

Personal References (provide at least three personal references not to include employers):

Name of the reference	Address	Contact phone number(s)	Relationship:

PRELIMINARY BACKGROUND INFORMATION

This is including but not limited to: involuntary separation from employment (including dismissal, termination, or being fired), demotion, suspension, resignation in lieu of involuntary separation from employment (including dismissal, termination, or being fired), resignation while under investigation for disciplinary issues, or any agreement of separation (including voluntary separation or resignation) made in connection with any form of disciplinary proceedings.

Have you ever been subject to any significant disciplinary action?

Yes No If yes, explain in detail. Include court jurisdiction and date:

Have you been arrested for, charged with, or otherwise under investigation for any violation of any criminal statute or code? Yes No If yes, explain in detail. Include court jurisdiction and date:

Are you now under any charges for any violation of law? Yes No If yes, explain in detail. Include court jurisdiction and date:

SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION

YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign.

A false statement on any part of your application may be grounds for non-consideration or subsequent dismissal.

- **I understand that any information I give may be investigated as allowed by law or Judicial order.**
- **I consent to the release of information as indicated on the attached “Authorization to Release Information” form.**
- **I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete and made in good faith.**

Applicant Signature

Date

**COCHISE COUNTY SUPERIOR COURT
AUTHORITY TO RELEASE INFORMATION**

TO WHOM IT MAY CONCERN:

I hereby authorize ARIZONA SUPERIOR COURT IN COCHISE COUNTY and its authorized representative bearing this release, or copy thereof, to obtain any information in your files pertaining to my education records, criminal records and prior employment history, including but not limited to, motor vehicle records, academic achievement, attendance, disciplinary records and medical records, insofar as such information is required by the court to determine my qualifications and ability to perform the duties and responsibilities of the job for which I have applied. This release will remain effective for the duration of my employment with the Cochise County Judicial Branch. I hereby direct you to release such information upon request of the bearer.

I hereby release you, as the custodian of such records, any school, college, university, criminal justice agency, or health treatment facility, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

In addition, I understand that should an investigation disclose misrepresentation, falsification or omission, such misrepresentation, falsification or omission would constitute grounds for rejection of my application or immediate dismissal from employment.

I understand that if my materials have been submitted via electronic format (email, on-line, etc), I will be required to provide an original signature at the time of an offer of employment. I further understand that by submission of any electronic materials I agree to the terms and conditions outlined in this document, and that the electronic submission is as valid as providing an original signature, subject to all terms and conditions as set forth in these documents.

I understand that I may be fingerprinted and that my fingerprints will be used to check criminal history records of local and state criminal justice agencies and the FBI.

A photocopy of this release shall have the same effect as the original.

Should there be any question as the validity of this release, you may contact me as indicated below.

Signature: _____ Date: _____

Aliases: (include maiden name or any former married names) _____

Full Name: _____

Social Security Number: _____

Date of Birth: _____ Place of Birth: _____

Current Address: _____

Telephone Number: _____

Driver's License Number: _____

State: _____ Expiration Date: _____

Witness: _____

(Signature)

VOLUNTARY DISCLOSURE

In order to study our recruitment methods for fairness and effectiveness and to comply with federal guidelines, we request the following information. This information will be kept confidential and will be used only for data tabulation purposes. Completion of this information is optional. Failure to provide the following information will not subject you to any adverse treatment.

Position Applying for: _____	
Job Announcement Number: _____	Date: _____
First Name _____	Middle Initial _____ Last _____
Name _____	
Age: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
RACE/ETHNIC GROUP:	
<input type="checkbox"/> AF - African American	<input type="checkbox"/> H - Hispanic
<input type="checkbox"/> AI - American Indian	<input type="checkbox"/> HP - Hawaiian/Pacific
<input type="checkbox"/> AS - Asian	<input type="checkbox"/> NA - Native American
<input type="checkbox"/> B - Black	<input type="checkbox"/> O - Two or More (Other)
<input type="checkbox"/> C - Caucasian	<input type="checkbox"/> PI - Pacific Islander
WHERE DID YOU FIRST LEARN ABOUT THIS JOB?	
<input type="checkbox"/> Arizona Republic Newspaper	<input type="checkbox"/> Department of Economic Security
<input type="checkbox"/> Arizona Daily Star/Tucson Citizen	<input type="checkbox"/> Local Newspaper
<input type="checkbox"/> Career or Job Fair	<input type="checkbox"/> Other Internet Website _____
<input type="checkbox"/> Cochise County Employee	<input type="checkbox"/> Posted Job Announcement
<input type="checkbox"/> Cochise County Website (www.cochise.az.gov)	<input type="checkbox"/> Professional Trade Publication
<input type="checkbox"/> 'Other', please enter information: _____	

REQUEST FOR PREFERENCE POINTS

Pursuant to State Court interpretation of Arizona Revised Statutes (A.R.S) §38-492, preference points are awarded on an initial scored exam to qualified applicants under four major categories: veteran, disabled veteran, veteran's spouse or surviving spouse and disabled person. Preference points shall be added to the grade earned by the qualified applicant, but only if such individual earns a passing score without preference. Please note a maximum of 10 preference points is available. Those who are presently Court or County employees are not eligible for preference points. **Preference points are only applicable to initial employment and not to promotions, voluntary demotions or transfers.**

- None**
- VETERAN:** An individual honorably discharged from the US Armed Forces after at least 180 days of active duty. **(5 points)**
- DISABLED VETERAN:** An honorably discharged veteran who served on active duty, has a service-connected disability, and is receiving compensation benefits. **(10 points)**
- SPOUSE OR SURVIVING SPOUSE OF:** A veteran who died of a service-connected disability. **(5 points)**
- SPOUSE OR SURVIVING SPOUSE OF:** A member of the Armed Forces listed for at least 90 days as missing-in-action, captured by hostile forces, or forcibly detained by a foreign power. **(5 points)**
- SPOUSE OR SURVIVING SPOUSE OF:** A veteran with total, permanent service-connected disability or who died from such a disability. **(5 points)**
- DISABLED PERSON:** A person with a physical or mental impairment which substantially limits one or more major life activities, or has a record of such impairment or is regarded as having such impairment. **(5 points)**

I understand that in order to be given any preference, I must provide Judicial Human Resources with a copy of documents in support of the above claim before the closing date of the Job Announcement. This form itself is not considered documentation.

