

Instructions:

Application For Employment / Consideration Form

The Minnesota Supreme Court *an Equal Opportunity Employer*

Step 1: Complete the Consideration Form

There are 3 ways to fill out this form:

Adobe Acrobat Reader

Acrobat Reader is a free program used to view PDF files. If you are reading this on your computer screen, you are most likely using Acrobat Reader.

You may fill out this form using Acrobat Reader by simply clicking in the appropriate fields and entering text. **Note that you cannot save the completed form if you are using Acrobat Reader**, so you must fill out the form and print it in one session. We recommend that you print out multiple copies of the completed form for your own records.

Adobe Acrobat (Full Version) or Acrobat Approval

Adobe Acrobat is the full commercial PDF product. With Acrobat, you can complete this form by simply clicking on the appropriate fields and entering text. Note that you **can save** your completed form if you are using the full commercial version of Adobe Acrobat. Another less expensive option is to use Acrobat Approval, which also allows for the saving of completed forms.

Typed or Written

If you prefer, you may print this form and complete it using your typewriter or a pen. If using a pen, please be sure to use black ink and print clearly.

Step 2: Submit Your Consideration Form

Please submit your consideration form to the address shown on the job posting.



Application For Employment / Consideration Form

The Minnesota Supreme Court *an Equal Opportunity Employer*

Job Title / Personal Info

Job Title You Are Applying For:

Last Name:

First Name:

Middle Name:

Home Phone:

Preferred phone from 8am - 4:30 pm:

Email:

Street Address:

City:

State:

Zip:

The Supreme Court of Minnesota is an Equal Opportunity Employer. Applicants for employment are considered without regard to race, color, religion, gender, national origin, age, marital status, veteran status, sexual orientation or other legally protected status.

Do you meet the legal requirements for employment in the U.S.?

Yes
 No

Do you have special needs which may necessitate reasonable accommodation in the testing and interviewing process or the ability to perform essential functions of the job for which you are applying?

Yes
 No

Education

	Name and Location of School	Course of Study	Years Completed/Credits	Diploma/Degree/Certificate Received
High School/GED				
College, University or Professional School & Location (List all undergraduate and graduate work)				
Business, correspondence, trade, technical or vocational school & location				

Internships (if any):

Specify other training you received (special courses, work training programs, etc.) Also estimate the number of hours of training you received. Attach additional sheets if necessary.

Current professional licenses, registrations or certificates related to this job. Give Type and License/Registration Numbers:

References

Please list at least three references who have knowledge of your work experience (do not include relatives).

Name	Company	Address	Telephone

Legal

Read carefully Before Answering the Following Question: Have you ever been convicted or been given a suspended sentence, placed on probation, or been imprisoned because of ANY violation of the law? If so, fill in below. Do not list minor violations or juvenile offenses. If more space is needed, use a separate sheet of

paper. Convictions are not an automatic bar to employment. Each case is considered on its own merits and the type of work applied for. However, false statements or withholding information may result in your being barred from appointment or removal from appointment.

Charge	Place	Date	Penalty

Record Of Employment

- Give your present or most recent employment first
- Do not mark application "See Resume." Although you may attach a resume in addition to completing this form. Do not mark application "See Previous Application."
- Indicate name under which employed if other than present name.
- Attach additional sheets if necessary.
- Be Complete. Applicants are eligible only if it can be determined from their application that they meet the minimum qualification for the position. If the examination includes a rating of training and experience, your test score depends on the information you provide.

Length of Employment

From: / To: /

Total Years/Months:

Full-time Part-time

Hours per week:

Starting Salary: \$

Last Salary: \$

Name and Address of Employing Firm:

Supervisor's Name:

Phone Number:

Reason for Leaving:

May we contact this employer? Yes No

Your Title:

Specific Areas of Responsibility:

Length of Employment

From: / To: /

Total Years/Months:

Full-time Part-time

Hours per week:

Starting Salary: \$

Last Salary: \$

Name and Address of Employing Firm:

Supervisor's Name:

Phone Number:

Reason for Leaving:

May we contact this employer? Yes No

Your Title:

Specific Areas of Responsibility:

Length of Employment

From: / To: /

Total Years/Months:

Full-time Part-time

Hours per week:

Starting Salary: \$

Last Salary: \$

Name and Address of Employing Firm:

Supervisor's Name:

Phone Number:

Reason for Leaving:

May we contact this employer? Yes No

Your Title:

Specific Areas of Responsibility:

Signature

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and understand the information below.

Date:

Signature (DO NOT PRINT/TYPE)

The state has the right to verify information provided in the application. False information may subject an applicant to the penalty provisions of M.S. 43A.39. In connection with this application for employment, I authorize the State of Minnesota and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the State of Minnesota and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

- Yes
- Yes, *but not present employer until job is offered*
- No (*We may be unable to hire you without this information*)