



# SUPERIOR COURT IN MOHAVE COUNTY EMPLOYMENT APPLICATION

Please return completed application to:  
Superior Court Human Resources  
401 E. Spring, P.O. BOX 7000, KINGMAN, AZ 86402-7000

Phone: 928-718-4928

TDD: 928-753-0726

The application form must be completed in sufficient detail to allow comprehensive review and evaluation. Issuance or acceptance of an application shall not be construed as incurring an obligation by the Superior Court System. In no case shall acceptance of an application constitute assurance of consideration, and an applicant may be required to submit additional application information and undergo further testing for a position. **The Mohave County Superior Court System is an Equal Employment Opportunity Employer. It is the policy of the Superior Court in Mohave County to recruit, hire and promote qualified persons without regard to race, color, sex, religion, national origin, age, political affiliation, physical or mental impairments or veteran status.**

### POSITION FOR WHICH YOU ARE APPLYING:

Title:	Department:	Salary Expected:
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SOCIAL SECURITY NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

LAST NAME	FIRST NAME	MIDDLE NAME	
STREET ADDRESS	CITY	STATE	ZIP
MAILING ADDRESS (if different from above)	CITY	STATE	ZIP

HOME PHONE: \_\_\_\_\_ WORK / CELL PHONE: \_\_\_\_\_

MESSAGE CONTACT: \_\_\_\_\_  
NAME ADDRESS PHONE #

<b>TYPE OF APPOINTMENT DESIRED (Check all that apply)</b>		
<b>TEMPORARY</b>	<b>REGULAR</b>	<b>OTHER</b>
<input type="checkbox"/> Part-Time Temporary	<input type="checkbox"/> Full-Time Regular	<input type="checkbox"/> On-Call
<input type="checkbox"/> Full-Time Temporary	<input type="checkbox"/> Part-Time Regular (20 – 31 hours per week)	

<b>LOCATIONS YOU WILL ACCEPT: (Check all that apply)</b>			
<input type="checkbox"/> Bullhead City	<input type="checkbox"/> Kingman	<input type="checkbox"/> Lake Havasu City	<input type="checkbox"/> Colorado City/Moccasin
			<input type="checkbox"/> Other _____

<b>SHIFTS YOU ARE ABLE TO WORK: (Check all that apply)</b>			
<input type="checkbox"/> Day	<input type="checkbox"/> Night	<input type="checkbox"/> Evening	<input type="checkbox"/> Weekends
		<input type="checkbox"/> Alternate/Flex Schedule	<input type="checkbox"/> Rotating

If considerable out-of-town travel is required, would you be willing and able to travel?  YES  NO

Will you accept a job that requires you to work overtime, including weekends or holidays?  YES  NO

Date available to work: \_\_\_\_\_

Have you been known to previous schools/employers/references by another name?  YES  NO  
If yes, please provide name(s) \_\_\_\_\_

If you possess a valid driver's license, complete the following:

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_ CDL:  YES  NO

Do you legally have the right to work in the United States?  YES  NO  
(NOTE: All applicants will be required to furnish proof of identity and legal right to work in the United States)

Are you under 18 years of age?  YES  NO

Do you have relatives working in the Superior Court System?  YES  NO If "YES" complete the following:

Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you ever been employed by the Superior Court in Mohave County or Mohave County Government?  YES  NO  
 If "YES" complete the following:

Date employed from: \_\_\_\_\_ to \_\_\_\_\_ Department: \_\_\_\_\_  
 Are you currently serving a probationary period?  YES  NO Job Title: \_\_\_\_\_

Have you ever been convicted as an adult, or adjudicated delinquent as a juvenile, of any violation of the law? You must answer yes if you have any convictions or adjudications, in any state, no matter how long ago, whether felony or misdemeanor, even if they have been set aside, vacated, pardoned, expunged, dismissed or appealed, whether or not your civil rights were restored, you successfully completed probation, went to trial, entered a guilty plea or a no contest plea?  YES  NO

If yes, please explain all convictions as accurately and completely as possible. Convictions will be evaluated in relation to the particular position you are applying for and will not necessarily disqualify you for employment.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE NOTE:** If hired, you will be required to undergo and pass a thorough background investigation which will include your fingerprints being submitted to the Arizona Department of Public Safety for the purpose of having a criminal history review completed in accordance with Arizona Revised Statutes § 41-1750. Any false statement or omission will be considered falsification of your employment application and grounds for immediate termination from your position with the Superior Court System in accordance with Judicial Merit Rules.

**EDUCATION & TRAINING**

High School Attended: \_\_\_\_\_ City/State: \_\_\_\_\_

Did you receive a  High School Diploma  G.E.D.  High School Proficiency Highest Grade Completed: \_\_\_\_\_

College/Business, Vocational or Technical School:

Name & Location	Credit Hours Sem/Qtr.	Major/Course of Study	Type of Degree	Degree Awarded
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO

List job-related licenses, registrations, certificates, and professional memberships:

(Copy must be attached if a requirement of position for which you are applying)

DESCRIPTION	NUMBER / STATE ISSUING	EXPIRES

MILITARY SERVICE:  YES  NO If "YES", please complete the following:

Branch of Service: \_\_\_\_\_ Honorable Discharge:  YES  NO

Are you currently a member of a U.S. Reserve or National Guard unit?  YES  NO

If "YES", list current assignment: \_\_\_\_\_

COMPUTER-RELATED TRAINING & EXPERIENCE: (Describe your experience and level of proficiency working with computer systems, applications, hardware, software, etc.) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT HISTORY:** Beginning with your current or most recent employer (including volunteer experience), list your employers for the last 10 years of employment. List jobs held prior to 10 years ago if they relate to the position you are applying for. Provide complete and accurate addresses of former employers. If you have had more than one position with the same employer, please list each position separately. Attach additional sheets as necessary. **UNLESS YOUR RESUME PROVIDES ALL OF THE INFORMATION REQUESTED BELOW, THIS SECTION MUST BE FULLY COMPLETED.**

May we contact all employers/supervisors listed?  YES  NO

If no, indicate exceptions and explain:

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Previous Employer: \_\_\_\_\_ Phone Number:( \_\_\_\_\_ )  
Address/City/State: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Your Title: \_\_\_\_\_  Full-time  Part-time Hours Per Week: \_\_\_\_\_  
Duties (be specific): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_ Phone Number:( \_\_\_\_\_ )  
Address/City/State: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Your Title: \_\_\_\_\_  Full-time  Part-time Hours Per Week: \_\_\_\_\_  
Duties (be specific): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Address/City/State: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Your Title: \_\_\_\_\_  Full-time  Part-time Hours Per Week: \_\_\_\_\_  
Duties (be specific): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_ Phone Number:( \_\_\_\_\_ )  
Address/City/State: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Your Title: \_\_\_\_\_  Full-time  Part-time Hours Per Week: \_\_\_\_\_  
Duties (be specific): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**Explain any gaps in your work history: (Any unexplained employment gaps exceeding 30 days may dismiss you from further consideration in the employment process):**

Have you been fired, terminated, or requested to resign (instead of termination) from any position in the past ten (10) years?  YES  NO

If yes, please identify the name of the employer and explain the circumstances surrounding the severance of your employment relationship:

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List all civil actions in which you were a party, other than divorce proceedings:

Date	Location	Nature of action or proceeding	Disposition/Court Action

List any other experience, knowledge and/or skills that you feel would especially qualify you for this position:

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

Name of Reference	Address	Contact Phone Number(s)	Working Relationship

Personal References (provide at least three personal references not to include relatives or current employers)

Name of Reference	Address	Contact Phone Number(s)	Relationship

### Signature, Certification and Release of Information

Read the following statement carefully and sign  
Application IS INVALID unless SIGNED BY THE APPLICANT

I hereby certify that the facts set forth on this application are true, correct and complete to the best of my knowledge and belief. I am aware that should investigations disclose misrepresentation, falsification, or willful omission, my application may be rejected or removed from consideration and I may be dismissed from employment and disqualified from employment with the Superior Court.

I authorize the Superior Court in Mohave County (hereinafter "Court"), and any agent acting on its behalf, to conduct an inquiry into any information related to my potential or continued employment with the Court and authorize the release of any such information, including but not limited to, any criminal conviction on my record. I hereby release from liability the Court and its agents acting on its behalf for seeking, gathering, and using such information as may be allowed by law, and all other persons, employers, corporations or organizations for furnishing such information. I recognize that any and all inquiries made by the Court and any agents acting on its behalf and any and all verbal or written statements gathered therefrom shall remain solely the property of the Court.

I also understand that, if accepted for employment, I shall be required to sign a Loyalty Oath in addition to providing proof of identity and eligibility to work in the United States in compliance with the Immigration Reform and Control Act of 1986 as a condition of receiving any compensation from the Court.

I understand that my initial and/or continued employment with the Court is contingent upon successful completion of fingerprinting and a criminal background investigation. I understand that depending upon the position for which I am applying additional tests including a pre-employment drug screen, credit check, polygraph examination, and psychological evaluation may also be required for initial and/or continued employment with the Court. I understand that the terms of my employment, including working conditions, compensation, benefits, hours of work, work schedule, job assignment and location will be determined and/or changed within the discretion of the Court and pursuant to applicable policies. I understand that if I am interviewed or selected as a finalist for a position with the Court, my application will be considered "public record" pursuant to A.R.S. 39-121, and may be made available to any person, including the news media.

Signature (Do not print): \_\_\_\_\_

Date: \_\_\_\_\_



**MOHAVE COUNTY SUPERIOR COURT  
Employment Application Instructions**

**Submitting an application:** You must submit a SEPARATE and complete application for each recruitment you are applying for. Resumes will not be accepted "in lieu" of a completed application; however, a resume may be submitted to fulfill the Employment History Section of the application provided your resume includes all of the required information. All questions must be fully answered accurately and completely in BLACK ink or typed, except for the voluntary equal employment data sheet. You may be disqualified for any false statement or for omitting information. Completed applications may be submitted in person or by mail and must be received, not postmarked, by the Superior Court Human Resources Office by 5:00 P.M. on the closing date specified in the job announcement. It is your responsibility to allow adequate mail or delivery time. **Applicants applying for any position within the Probation Department, including Juvenile Detention, MUST** complete the Probation Supplemental Application Packet. Applications submitted without the requested information will be returned to the applicant without further review.

**Social Security Number:** Federal Law (P.L. 93-579, Section 7) requires that you be informed when asked for your Social Security Number and that this number must be provided as it will be used for identification purposes in the Court's employment and payroll processes. Authority for requesting and requiring this information is based upon certain provisions of the Internal Revenue Code, the Social Security Act as amended, and payroll and human resource systems.

**Claim for Employment Preference Points:** Arizona Revised Statutes (ARS) § 38-492 provides for selection preference of disabled persons and veterans. In order to take advantage of selection preference offered by ARS § 38-492, you are required to fill out the Mohave County Disclosure Form for Disabilities and Veteran's Preference Points. Submit the Disclosure Form with this application to the Superior Court Human Resources Office.

**Acceptance:** Applicants who fail to submit all required information will not be considered for employment. All applications are accepted on a tentative basis subject to later review of your employment history. If you do not meet the necessary requirements or your work history is not acceptable, you will not be considered for employment.

**Testing of applicants:** Certain positions require testing, including but not limited to: computer based skills testing through the OPAC (Office Proficiency Assessment Certification) system, written examination, oral board interview, performance test, credit checks, polygraph, psychological and honesty tests.

If you have a physical, mental or learning disability which may affect your ability to take the test for which you are applying, please contact a representative of the Superior Court Human Resources Office. Special testing accommodations may be arranged if verification of the disability is provided from a doctor, rehabilitation counselor, or other authority. You will be contacted to make specific arrangements. Under provision of Title I of the American's with Disabilities Act (ADA) as amended, this information is obtained only to arrange accommodations.

**Consideration of Applications:** Applications are screened against defined job-related criteria and the top applicants are certified to the hiring department for further consideration in the selection process in accordance with Mohave County Superior Court Judicial Merit System Rules.

**Selection:** Individuals selected for a position in the Superior Court system will be officially extended an offer of employment by a representative of the Superior Court Human Resources Office. As a condition of employment, all prospective employees will be required to:

1. Provide at their own expense, a satisfactory three-year driving history record;
2. Provide at their own expense, documents establishing identify and employment eligibility;
3. Sign a loyalty oath; and
4. Undergo a fingerprint check and criminal background investigation, at Court expense.
5. Additionally, applicants for officer and/or safety sensitive positions must satisfactorily complete drug/alcohol screen performed by the designated medical provider, and other testing as may be required (polygraph, psychological, credit check, etc.)
6. Individuals hired for positions requiring the operation of a Court/County and/or personal vehicle on official business must possess and maintain a current valid Arizona Driver's License. Employees may be required to undergo competency testing, medical evaluation including drug/alcohol screening, credit check, polygraph, psychological, driving history checks, and/or background investigations as a continuing condition of employment.

**Applicant Notification:** Due to the large numbers of applications received for Superior Court System openings, the Human Resources Office is unable to notify you if you are not selected for an interview or further testing. You will be notified by the Hiring Department in writing or by phone if you are selected for interview or further testing.

**Copy Policy:** Applicants are responsible for submitting a separate and complete application for each position they are applying for. The Human Resources Office is only able to provide copies of applications that have been submitted within the past six months. Copies will be emailed without charge. Hard copies will cost 20 cents per page. Likewise, we can only provide copies of OPAC test results for the past six months and the same email/copy policy applies. Upon request, an applicant's results of OPAC testing will be provided to Mohave County Human Resources at no cost.