



SUPERIOR COURT IN MOHAVE COUNTY
EMPLOYMENT APPLICATION

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

Phone: 928-718-4928

Fax: 928-753-8908

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 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:

Table with 3 columns: Title, Department, Salary Expected

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 #

TYPE OF APPOINTMENT DESIRED (Check all that apply)
TEMPORARY REGULAR OTHER
Part-Time Temporary Full-Time Regular On-Call
Full-Time Temporary Part-Time Regular (20 - 31 hours per week)

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

LOCATIONS YOU WILL ACCEPT: (Check all that apply)
Bullhead City Kingman Lake Havasu City Colorado City/Moccasin Other

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

SHIFTS YOU ARE ABLE TO WORK: (Check all that apply)
Day Night Evening Weekends Alternate/Flex Schedule Rotating

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
				" YES " NO
				" YES " NO
				" YES " 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:

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: _____

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: _____

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: _____

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: _____

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:

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:

REFERENCES: Give names and addresses of three people, not relatives, who have knowledge of your skills, experience and abilities.

	NAME	BUSINESS/OCCUPATION	ADDRESS	PHONE
1.				()
2.				()
3.				()

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 and complete and I understand that any misrepresentation, falsification, or willful omission herein shall be sufficient reason for dismissal or refusal of employment.

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, criminal background investigation, and pre-employment drug screen. I understand that depending upon the position for which I am applying additional tests including a 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: _____

**SUPERIOR COURT IN MOHAVE COUNTY
APPLICANT INFORMATION FORM**

Thank you for your interest in employment with the Mohave County Superior Court System! In an ongoing effort to provide excellent customer service we hope that you will take a few minutes to complete this form. The Superior Court in Mohave County is an Equal Opportunity Employer. The information solicited on this page is being compiled to comply with applicable federal and state regulations for statistical purposes. You are not required to furnish this information, but your cooperation is encouraged. The information provided on this form is confidential and will be kept separate from your employment application. You will not be subject to any adverse action for not responding to this form.

NAME: _____ **DATE:** _____

POSITION FOR WHICH YOU ARE APPLYING: _____

Equal Employment Opportunity Information

In order to study our recruitment methods for fairness and effectiveness and to comply with Federal guidelines, we request the following information.

AGE: Under 18 Over 40 **GENDER:** Male Female

RACE / ETHNIC GROUP: White Black Hispanic Asian / Pacific Islander American Indian / Alaskan Native

Where did you first learn about this job?

Walk-in Newspaper* Internet* Department of Economic Security (DES)
 Job Hotline Employee Professional Journal * www.arizonahasjobs.com
 Other*

***Please Specify:** _____

Customer Survey

**We invite you to tell us about the service you received from the staff of the Superior Court Personnel Office.
Thank You!**

Where did you obtain your Superior Court Application for Employment? _____

Was the application clear, understandable and easy to complete? Yes No *If no, how can we improve the application form?*

Were you treated by Superior Court Personnel staff in a courteous, helpful and prompt manner? Yes No
If no, how can we improve our service?

How would you rate the overall quality of the service that you received?

Excellent Good Fair Poor

Comments: _____

Preference Points

You may qualify for Employment Preference Points if you are a veteran, a disabled veteran, or the spouse of (or a surviving spouse of) a veteran, or a disabled person. A maximum of ten (10) preference points will be applied to your final score, but only if you earn a passing grade without preference. Current employees are not eligible. Preference points can only be added when the required documentation/verification has been received by the Superior Court Personnel Office. To claim Veteran's Preference points, please complete a "[Claim for Employment Preference Points](#)" form, attach appropriate documentation and return with your application for employment. The claim form can be obtained at the Personnel Office of the Superior Court in Mohave County.

IF YOU HAVE QUESTIONS OR CONCERNS REGARDING THIS FORM OR THE APPLICATION PROCESS, CONTACT:
Superior Court in Mohave County, Personnel Office
P.O. Box 7000; 401 E. Spring Street
KINGMAN AZ 86401
928-718-4928

MOHAVE COUNTY SUPERIOR COURT Employment Application Instructions

Submitting an application: You must submit a SEPARATE 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 Personnel 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.

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 Personnel 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), 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 Personnel Office. As a condition of employment, all prospective employees will be required to:

1. Satisfactorily complete drug screen performed by the designated medical provider, generally at Court's expense, and other testing as may be required. Applicants for officer or safety sensitive positions will also be required to complete an alcohol screen.
2. Provide at their own expense, a satisfactory three-year driving history record.
3. Provide at their own expense, documents establishing identify and employment eligibility.
4. Sign a loyalty oath.
5. Undergo a fingerprint check and criminal background investigation, at Court expense.

Applicant Notification: Due to the large numbers of applications received for Superior Court System openings, the Personnel 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.

**SUPERIOR COURT OF THE STATE OF ARIZONA IN AND FOR THE COUNTY OF MOHAVE
PROBATION DEPARTMENT APPLICANT INFORMATION SHEET**

About the Selection Process:

The employment selection process with the Mohave County Probation Department is thorough and comprehensive. As representatives of the Court, and being endowed with public trust, the Superior Court Probation staff must be of the highest integrity and above reproach in appearance as well as fact.

Superior Court Probation employees must live within the standards of personal conduct and behavior established by law and within the philosophy of the Court. It is an obvious contradiction for probation staff to have responsibilities toward the enforcement of laws and Court orders and yet live outside the law themselves. Stringent personal standards are also necessary to assure the highest level of protection to the people we serve and their families.

To have your name placed on a hiring register for employment consideration by the Superior Court Probation Department, you must successfully complete each phase of the selection process as outlined below.

Phase I

1. Submit all applicant materials as specified in the job announcement, including but not limited to a Superior Court Employment Application and Probation Supplemental Packet.
2. Initial screening of applicant materials - Attainment of a passing score
3. Structured Oral Board Interview - Attainment of a passing score

Phase II

1. **Employment Qualification Review** includes, but is not limited to, verification of education requirements for the position applied for, verification of current and past employment, and checking of personal and professional references provided.
2. **Character and Fitness Investigation** includes, but is not limited to, fingerprinting, criminal background investigation, and driving records check. Additionally, credit checks will be required of applicants for probation officer, surveillance officer, community service work coordinator, juvenile detention officer, and other financially sensitive positions. Applicants for the positions of deputy probation officer, probation surveillance officer, community service work coordinator, juvenile detention officer will also be required to undergo a polygraph examination and psychological evaluation.
3. **Recommendations for hire:** All information is reviewed and hiring recommendations are made to the Chief Probation Officer for approval. An offer of employment is made to the successful candidate contingent upon successful completion of a urine drug screen. Applicants for the positions of deputy probation officer, probation surveillance officer, community service work coordinator, and juvenile detention officer will also be required to successfully complete a breath alcohol screen as part of the pre-employment drug screen process.

Applicants remain active in the process until they: 1) Are appointed to a position, 2) Have been removed or disqualified from further processing and consideration, or 3) Withdraw their application.

Disqualifications

Since employees of the Probation Department must be of the highest integrity and beyond suspicion, personal behaviors which are in conflict with the law and past history of criminal convictions can result in an applicant being disqualified for consideration. Disqualifications will occur when it is found that an applicant:

Has made false statements of material fact in the application or during the selection process

- < Has used or attempted to use political pressure or bribery to secure an advantage in the examination or in the appointment to a position in the Court services
- < Has been convicted for a sex offense, engaging in immoral or illicit business activity or who has a chronic offense pattern
- < Is known to engage in behavior which is in conflict with the law, philosophy or goals of the court or which would place the individual or Court in a position of compromise, embarrassment, undue criticism or loss of public credibility

Disqualifications continued:

- < Has used any illegal narcotics or drugs including marijuana within 12 months of the date of application
- < Has been disciplined for the use of alcohol during previous employment
- < Has ever sold a defined illegal drug including marijuana
- < Has ever engaged in illegal sex acts

- < Past criminal history disqualifications for non-officer positions:
 1. Conviction of any crime involving the use of narcotics or habit forming drugs/or the trafficking in narcotics or dangerous drugs.
 2. Conviction of other than minor traffic offenses as an adult, and
 - a. Is presently under formal supervision, probation or parole, or
 - b. Less than 5 years have elapsed between the date of release from formal supervision and the date of application, or
 - c. Less than 5 years have elapsed between the date of offense and the date of application for the work if the person is not formally placed under supervision
 3. Was adjudicated delinquent as a juvenile and:
 - a. Less than 3 years have elapsed between the date of delinquency and the date of the application if the person was not formally placed under supervision, or
 - b. Less than 3 years have elapsed between the date of release from supervision and the date of the application.

- < Additional disqualifications for officer and safety sensitive positions: (Deputy Probation Officer, Probation Surveillance Officer, Juvenile Detention Officer, Community Work Service Coordinator)
 1. The applicant is awaiting trial for, or has been convicted of a felony offense in Arizona or a similar offense in another state or jurisdiction whether or not the conviction was sealed or expunged.
 2. The applicant is awaiting trial or has been convicted of or admitted committing any offense listed in A.R.S. § 8-203.01 or a similar offense in another state or jurisdiction whether or not the conviction has been sealed or expunged.
 3. The applicant is awaiting trial, or has been convicted of the following misdemeanor criminal offenses in Arizona or similar offenses in another state or jurisdiction:
 - a. A violent misdemeanor offense, including an offense that involves domestic violence; or
 - b. A DUI within the last 36 months, or more than one DUI; or
 - c. More than one offense while legally intoxicated within 36 months.
 4. The applicant sold, produced, manufactured, cultivated or transported any illegal substance or drug.
 5. The applicant used any illegal substance including cannabis/marijuana while employed as a probation officer or in a position with peace officer status.
 6. The applicant has been dishonorably discharged from the United States Armed Forces.
 7. Applicants may be disqualified if they have been adjudicated delinquent for a felony offense in Arizona or a similar offense in another state or jurisdiction, whether or not the adjudication has been sealed or expunged. In reviewing these situations, the following factors will be taken into consideration:
 - a. The circumstance of the offense
 - b. The age of the applicant at the time of conviction, adjudication or occurrence.
 - c. The degree of violence and injury or property damage.
 - d. The applicant's record since the conviction, adjudication or occurrence; and
 - e. The applicant's qualifications for the particular sought.

Other areas which are seen to be in conflict with the philosophy of the Court and the laws of the State of Arizona will be carefully reviewed at the time of processing.

The Superior Court Probation Department is an equal opportunity employer and will seek, employ, and promote the best qualified employees and applicants without regard to race, religion, color, age, sex, national origin, or physical or mental disabilities.

R.J. Marquardt
Chief Probation Officer

**Superior Court of the State of Arizona
in and for the County of Mohave
Probation Department
Supplemental Application Packet**

All applicants for positions with the Probation Department, must submit a completed Supplemental Application Packet along with the required application materials as specified in the job announcement. Be sure to read each of the following documents carefully before signing them and note that the Affidavit for Employment and the Authorization and Release Form must be notarized.

**AFFIDAVIT FOR EMPLOYMENT
A.R.S. 8-203.01D**

STATE OF ARIZONA)
) SS
COUNTY OF MOHAVE)

_____ (Applicant Name), being first duly sworn, deposes and says that he is not awaiting trial on and has never been convicted of or admitted committing any of the following criminal offenses in this state or similar offenses in another state or jurisdiction.

1. Sexual abuse of a Minor
2. Incest
3. First or Second Degree Murder
4. Kidnaping
5. Arson
6. Sexual Assault
7. Sexual Exploitation of a Minor
8. Contributing to the Delinquency of a Minor
9. Commercial Sexual Exploitation of a Minor
10. Felony offenses involving Distribution of Marijuana or Dangerous Drugs
11. Burglary
12. Robbery
13. A dangerous crime against children as defined in section 13-604.01
14. Child Abuse
15. Sexual Conduct with a Minor
16. Molestation of a Child

Further Affiant Sayeth Not

Applicant Signature

SUBSCRIBED AND SWORN TO BEFORE ME this ____ day of _____, _____

Notary Public

My Commission Expires:

**SUPERIOR COURT
MOHAVE COUNTY PROBATION DEPARTMENT
AUTHORIZATION AND RELEASE**

I, _____ born at _____ (city),
_____ (state) having filed an application for employment with the Superior Court Probation Department, hereby apply for a character report and consent to have an investigation made as to my fitness for employment with Mohave County. I agree to give any further information which may be required regarding my past record.

I authorize all and any individuals, corporations, partnerships, and/or governmental agencies having any information about me including, but not limited to my physical and mental health; military service; and prior employment to furnish such information to the Superior Court and/or its authorized representatives. I further authorize the aforesaid persons, corporations, partnerships and/or government agencies to permit the Superior Court and/or its authorized representatives to inspect and make copies of all documents, records, or other information they may have which in any way relate to me.

I hereby release, discharge and agree to hold harmless the Superior Court, their officers, employees, agents, any person, or entities so furnishing information from any and all liability of every nature and kind.

I further understand that the Superior Court Probation Department can request, as part of the character report and investigation, that I submit to a polygraph examination and/or psychological evaluation, and that my choosing not to submit to an examination may result in my being disqualified for the position for which I have applied.

I understand that I will not receive and I am not entitled to a copy of the report or to know its contents, and I further understand that the contents of my character report are privileged, and that the information obtained will be used solely in the evaluation process for employment with Mohave County Superior Court.

If applying for the position of Deputy Probation Officer, Probation Surveillance Officer, Community Service Work Coordinator, Juvenile Detention Officer, or other position with financial responsibility, I authorize the Superior Court Probation Department to conduct a credit check in accordance with the provisions of the Fair Credit and Reporting Act for employment purposes.

Signature of Applicant

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____, _____.

Notary Public

My Commission Expires:

**SUPERIOR COURT
MOHAVE COUNTY PROBATION DEPARTMENT
CERTIFICATE OF UNDERSTANDING - TERMS OF EMPLOYMENT**

As an applicant for employment with the Mohave County Probation Department:

- 1) I certify that I am a citizen or legal resident of the United States.
- 2) I understand and accept that I must successfully complete fingerprinting, and a criminal record and driving history check as part of the pre-employment process and if employed, every two years, at minimum, thereafter.
- 3) I understand and accept that I must successfully complete a urine drug screen consisting of the following classes of drugs: amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine metabolite, methadone, opiates, phencyclidine, and propoxyphene. I also understand that if I am applying for the position of deputy probation officer, probation surveillance officer, community service work coordinator, or juvenile detention officer related position, that I must also successfully pass a breath alcohol screen prior to becoming employed by Mohave County Probation. Should I fail to comply with this procedure or if I am found to have used or tested positive for an illegal substance, I understand that I will not be considered for employment with the Mohave County Probation Department for a period of one year.
- 4) If applying for a position as Deputy Probation Officer or Probation Surveillance Officer, I certify that I am at least 21 years of age.
- 5) If applying for a position as a Probation Officer, Surveillance Officer, Community Work Service Coordinator, or Juvenile Detention Officer
 - I certify that I am able to perform the required training and job duties of an officer with or without reasonable accommodation, and
 - I understand and accept that I must successfully complete a psychological evaluation and polygraph examination as part of the pre-employment process.
- 6) Additionally, if applying for a position as a Probation Officer, Surveillance Officer, Community Work Service Coordinator, Juvenile Detention Officer or a position with financial responsibility, I will have my credit history reviewed as part of the pre-employment process and in accordance with the provisions of the Fair Credit and Reporting Act.

I understand my acceptance of a position with the Mohave County Probation Department imposes certain requirements on me, which I acknowledge and accept. Should I become employed by the Probation Department I understand and accept:

- 1) That I am a representative of the Court and must conduct myself in such a manner as to preclude any criticism of my personal as well as my professional actions. I will perform the duties of my position in a manner consistent with the Code of Conduct for Judicial Employees, the Code of Ethics for Arizona Probation Personnel and the Arizona Code of Judicial Administration related to personnel practices and the Judicial Employee Merit System Rules of the Superior Court In Mohave County.
- 2) I will be subject to a criminal background and driving records check every two years, at minimum.
- 3) If I am employed as a Probation Officer, Surveillance Officer, Community Work Service Coordinator, Juvenile Detention Officer, or a position requiring possession of a Commercial Drivers' License (CDL), I will be subject to random urine drug and alcohol testing.
- 4) If I am employed as a Probation Officer, Surveillance Officer, Community Work Service Coordinator, or Juvenile Detention Officer, I must have a telephone in my residence at all times during the course of my employment and that I must keep the administrative office of the Mohave County Probation Department and my supervisor informed of my current phone number.
- 5) It is my responsibility to make the following disclosures to my immediate supervisor, in writing:
 - (a) If my relative, member of my household, or my close friend becomes a probationer under the supervision of the Probation Department.
 - (b) If during the course of supervision, any appearance of impropriety as to my relationship with a probationer occurs.
 - (c) If I am the subject of any of the following:
 - (1) Citation for a misdemeanor or felony offense
 - (2) Arrest
 - (3) Conviction
 - (4) Order of protection
 - (5) Warrant

Disclosures made under this section will be reviewed and any further action deemed appropriate will be done consistent with the Code of Conduct for Judicial Employees, the Code of Ethics for Arizona Probation Personnel and the Arizona Code of Judicial Administration related to personnel practices and the Judicial Employee Merit System Rules of the Superior Court In Mohave County.

- 6) I may be expected to use my private car in performance of my job duties. I understand I must maintain proper insurance coverage in order to receive reimbursement for mileage. I understand that if my position requires the operation of a county or personal vehicle on official business that I must possess and maintain appropriate Arizona Vehicle Operator's License and county defensive driver's certification. Exceptions to possessing an Arizona vehicle operator's license for nonresident daily commuters may only be allowed in accordance with A.R.S. § 28-2291 et al.
- 7) That over a period of time, my specific duty assignments will change and my worksite location may vary depending on the needs of the department.
- 8) I will be required to sign for identification cards, keys or other government property. Final payment of any wages owed to me will not be cleared for payment until I have returned all property issued to me.
- 9) I may be required to undergo a physical examination and may be photographed.
- 10) During Initial employment and subsequent promotions and reappointments, classified Mohave County Probation Department employees will serve a probationary period. This probationary period will be at least one year in duration. I understand that during the original probationary period, I may be released from probation (terminated) without cause and without recourse to the merit system, except for alleged unlawful discrimination. I also understand that if I separate from employment prior to the successful completion of my original probationary period I forfeit payment of accrued and unused Paid Time Off (PTO) leave.
- 11) I understand that it is the intent of the Mohave County Probation Department to maintain a drug and alcohol free workforce. I understand my responsibility to: 1) not report to work, or while on duty, have any detectable or measurable presence of alcohol or illegal drugs, 2) not use illegal drugs, or be subject to duty while my ability to perform my job is impaired due to alcohol or drug use, on or off duty, not possess, manufacture or use, or have the odor of alcohol or drugs on my breath during working hours, on breaks, during meal periods, while on Court property in an official capacity or what penalties may result from substance abuse violations. Information on substance abuse treatment and the Mohave County Employee Assistance Program can be obtained from the Superior Court Personnel Office at (928)718-4928.
- 12) I grant my employer, the Superior Court Probation Department, the right to dismiss me at any time I refuse to take a polygraph examination during an investigation of any action, claim or grievance against the Superior Court Probation Department and/or during any investigation of activities which are deemed detrimental to the internal security or public image of the Superior Court Probation Department.

My signature on this document signifies I understand and agree to the above terms and conditions.

(Signature of Applicant)

(Date)

**SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MOHAVE
PROBATION DEPARTMENT
AFFIDAVIT OF PAST DRUG USAGE**

Please complete the following:

TYPE OF DRUG	HAVE YOU EVER USED, TRIED, OR EXPERIMENTED WITH?	IF 'YES', HOW MANY TIMES?	HOW MANY TIMES AFTER AGE 21?	DATE FIRST USED?	DATE LAST USED?	HAVE YOU EVER SOLD, PRODUCED, MANUFACTURED, CULTIVATED, SMUGGLED, OR TRANSPORTED FOR SALE, OR PERSONAL GAIN?
Marijuana	" Yes " No					
Cocaine / Crack	" Yes " No					
Methamphetamine/ Speed	" Yes " No					
Heroin	" Yes " No					
Opium	" Yes " No					
Morphine	" Yes " No					
LSD/Acid	" Yes " No					
Peyote	" Yes " No					
Mescaline	" Yes " No					
Hashish	" Yes " No					
Steroids	" Yes " No					
Any other illegal drugs	" Yes " No					
Illegal Use of Prescription Drugs	" Yes " No					

If you answered "yes" on any of the areas above, provide full explanation on the reverse of this form. Include, if applicable, the following:

- a. How the drug was ingested or consumed
- b. The duration of usage
- c. The motivation for use
- d. How the drug was obtained
- e. Why you stopped using the drug
- f. Any other factors you believe are relevant

Through my signature below, I hereby certify, under penalties of perjury, that the answers given above are true and correct to the best of my knowledge and belief.

Applicant signature: _____

Date: _____

**SUPERIOR COURT
MOHAVE COUNTY PROBATION DEPARTMENT
EMPLOYMENT / PERSONAL REFERENCES**

Name of Applicant: _____ Position Applied For: _____

The furnishing of personal and character references is required as part of your pre-employment process. Those people you choose should be able to give us information regarding your character and ability to work with adults and juveniles of diverse ethnic, educational and economic backgrounds. This information is important to your processing and must be accurate and current.

Employment References

List your three (3) most recent employers, beginning with your current employer if presently employed.

1. Name of Employer: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Business Phone (Area Code): _____ Number: _____

Type of Business: _____

Your Position / Title: _____ Date of Employment: _____

Name of Immediate Supervisor: _____

Supervisor's Phone (Business): _____ (Home): _____

Reason for leaving: _____

2. Name of Employer: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Business Phone (Area Code): _____ Number: _____

Type of Business: _____

Your Position / Title: _____ Date of Employment: _____

Name of Immediate Supervisor: _____

Supervisor's Phone (Business): _____ (Home): _____

Reason for leaving: _____

3. Name of Employer: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Business Phone (Area Code): _____ Number: _____

Type of Business: _____

Your Position / Title: _____ Date of Employment: _____

Name of Immediate Supervisor: _____

Supervisor's Phone (Business): _____ (Home): _____

Reason for leaving: _____

Personal Character References (Non relative)

1. A person who currently knows you on a personal basis:

Name: _____

Home Address: _____ Phone: _____

City: _____ State: _____ Zip Code _____

Place of Employment: _____

Position: _____

Business Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

2. A person who knew you during college (not required if you have not attended college in the past 10 years):

Name: _____

Home Address: _____ Phone: _____

City: _____ State: _____ Zip Code _____

Place of Employment: _____

Position: _____

Business Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

3. A person who, as an adult, knew you during your junior/senior year in high school (not required if you are 30 years of age or older):

Name: _____

Home Address: _____ Phone: _____

City: _____ State: _____ Zip Code _____

Place of Employment: _____

Position: _____

Business Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

ADDITIONAL PERSONAL REFERENCES: The following is to be completed if:

A. You currently reside outside Mohave County (list two (2) current neighbors)

OR

B. You have lived in your current residence less than three (3) years (list two (2) previous neighbors)

Name: _____

Home Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Place of Employment: _____

Position: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Name: _____

Home Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Place of Employment: _____

Position: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

I have provided these names to aid the Mohave County Probation Department in conducting a background check and "Character Report" under the conditions agreed to in the "Authorization and Release Form." I further understand the Mohave County Probation Department is not limited to the individuals listed in conducting the background check.

Signature of Applicant

Date

**SUPERIOR COURT
MOHAVE COUNTY PROBATION DEPARTMENT
TRAINING ACKNOWLEDGMENT FORM**

ONLY REQUIRED IF APPLYING FOR PROBATION OFFICER, SURVEILLANCE OFFICER,
COMMUNITY WORK SERVICE COORDINATOR, AND/OR JUVENILE DETENTION OFFICER

I understand that I will be required to successfully complete all training requirements of the position for which I am hired, as established by the Arizona Supreme Court and the Probation Department.

I understand that by signing this document, I attest that to the best of my knowledge I am medically and physically able to participate in the Defensive Tactics Training Academy which shall include, at a minimum:

- I. Minor aerobic activity
- II. Standing up to one (1) hour at a time
- III. Throwing punches (at partial speed)
- IV. Use of impact weapons
- V. Kicking at targets below 24"
- VI. Controlled falls
- VII. Punch and kick drills (partial speed)
- VIII. An exposure to Oleoresin Capsicum (OC) Spray

Applicant Signature

Date