

**APPLICATION FORM COVER SHEET FOR MOHAVE COUNTY
SPECIAL JUDICIAL OFFICER APPOINTMENTS**

This application form is intended to assess a person's qualifications for a special judicial officer position and must be completed by the applicant for any such position in the Mohave County Court System. Applicants shall answer all questions on this application form completely and honestly to the best of their ability to be considered for appointment.

**PLEASE FORWARD THE COMPLETED AND SIGNED APPLICATION
FORM TO:**

**Human Resource Office
Superior Court in Mohave County
P.O. Box 7000
Kingman, Arizona 86402-7000**

NOTICE

This original application and other supplemental information which you submit for a special judicial officer position will be retained in the Human Resource Office of the Superior Court in Mohave County and maintained as required by law or as otherwise directed by the Presiding Judge.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Mohave County Court System prohibits discrimination in any employment practice. As an equal employment opportunity and affirmative action employer, the Mohave County Court System recognizes the responsibility to extend equal employment to all persons.

MOHAVE COUNTY SUPERIOR COURT

APPLICATION FORM FOR SPECIAL JUDICIAL OFFICER POSITION APPOINTMENTS

This application form must be completed and filed with the Mohave County Superior Court Human Resource Office by the position closing date or as otherwise designated in the position announcement. Submit completed application materials to:

Human Resource Office
Superior Court in Mohave County
P.O. Box 7000
Kingman, Arizona 86402-7000

A. Personal Information

Name: _____
First Middle Last

E-Mail Address: _____

Mailing Address: _____

Residence Telephone: (____) _____

Office Address: _____

Office Telephone: (____) _____

Are you an Arizona Resident? ☐ Yes ☐ No

If yes, indicate how long you have lived in Arizona: _____

Is your Arizona residence your primary residence? ☐ Yes ☐ No

Driver's License number: _____ Expiration date: _____

Issuing State of Driver's License: _____

List the addresses of all your places of residence and dates during the last ten (10) years.

B. Education Background

List the names and locations of schools attended (i.e. college, advanced degrees and/or law, etc.)
dates attended, and degrees.

List major and minor fields of study and extracurricular activities.

List scholarships, awards, honors, citations, and other factors (e.g., employment) you consider
relevant to your performance during college and/or law school. _____

C. Professional Background and Experience

Are you a member of the Arizona State Bar Association? ☐ Yes ☐ No

If yes, indicate when you were admitted to practice law in Arizona: _____

Are you a member of a Bar Association in another State? ☐ Yes ☐ No

If yes, please list all other Bar memberships and dates admitted to practice law.

Have you ever been involved in any disciplinary action, suspended from practice, or denied admission to or disbarred from the practice of law in any state? ☐ Yes ☐ No

If yes, explain: _____

Are you actively engaged in the practice of law at the current time? ☐ Yes ☐ No

If yes, list the names of your current law partners and associates. _____

Please describe chronologically your employment experience and any legal experience including employer or firm name, address, telephone numbers, position titles, duties and responsibilities,

[illegible]

Describe your experience as a mediator or arbitrator, if any. _____

If applicable, please identify the judicial office you currently hold, any judicial offices you have previously held, the name and jurisdiction of the courts involved, whether you were elected or appointed, and the dates of service. _____

Do you intend to resign from your current position if you are appointed to this position?

☐ Yes ☐ No If no, please give reasons: _____

Have you ever been sued by a client or been a party to a lawsuit? ☐ Yes ☐ No

If yes, please explain: _____

D. Training and Extracurricular Activities

Have you had any legal or non-legal books or articles published? ☐ Yes ☐ No

If yes, please list each including the titles, citations and dates published: _____

Have you attended the Arizona Supreme Court and/or Bar Association continuing legal education courses? ☐ Yes ☐ No

If yes, please list the courses taken including the sponsoring organizations, dates, and nature of courses. _____

Have you served as faculty for any law courses or lectured at Supreme Court and/or bar association conferences, law school forums, and/or continuing legal education programs?

☐ Yes ☐ No If yes, please list the courses presented including the sponsoring organizations, dates, and nature of

courses:_____

List any honors, prizes, awards, and/or other forms of recognition which you have received during your professional career._____

Are you a registered voter in Arizona? ☐ Yes ☐ No

If yes, how long have you been registered to vote?_____

Have you voted in all general elections held during those years? ☐ Yes ☐ No

If not, explain:_____

Have you served on any committees of the Supreme Court and/or bar association? ☐ Yes ☐ No

If yes, please list the name of the committee and the dates served:_____

List memberships and activities in professional organizations including offices and/or positions held and dates:_____

List memberships and activities in civic organizations, including offices and/or positions held and dates:_____

Describe any personal interests you would like to bring to the Committee's attention:_____

Are you able to perform the essential duties of a judge in the court(s) for which you are applying with or without reasonable accommodation? ☐ Yes ☐ No

E. Conduct and Ethics

Has a tax lien or other collection procedure ever been instituted against you by federal, state or local authorities? ☐ Yes ☐ No

If yes, please explain._____

Have you filed your federal and state income tax returns for all years you were legally required to file them? ☐ Yes ☐ No

If not, please explain. _____

Have you paid all federal, state and local taxes when due? ☐ Yes ☐ No

If not, please explain. _____

To your knowledge, has any formal charge of professional misconduct ever been filed against you? ☐ Yes ☐ No

If yes, indicate who charged you, what you were charged with, and how this situation was resolved: _____

Have you ever unlawfully used controlled substances, narcotics or dangerous drugs as defined by federal and state laws? ☐ Yes ☐ No

If yes, please explain _____

Have you ever been reprimanded, demoted, disciplined, placed on probation, suspended, cautioned or terminated by an employer as a result of your alleged consumption of alcohol, prescription drugs or illegal use of drugs? ☐ Yes ☐ No

If yes, explain the circumstances under which such action was taken, the name(s) of any persons who took such action, and the background and resolution of such action: _____

Have you ever refused to submit to a test to determine whether you had consumed and/or were under the influence of alcohol or drugs? ☐ Yes ☐ No

If yes, indicate the date you were requested to submit to such a test, type of test requested, the name of the entity requesting that you submit to the test, the outcome of your refusal and the reason why you refused to submit to such a test: _____

Have you ever been charged with or been convicted of a felony, misdemeanor, or violation of the Uniform Code of Military Justice? ☐ Yes ☐ No

If yes, indicate who charged you, what you were charged with, and how this situation was resolved: _____

Has any court ever imposed sanctions against you for violation of any rule or procedure or for any other professional impropriety? ☐ Yes ☐ No If yes, please explain: _____

Have you ever violated a court order including but not limited to an order for payment of child or spousal support? ☐ Yes ☐ No

If yes, please explain: _____

Have you ever been discharged or requested to resign in lieu of termination for any position?

☐ Yes ☐ No

If yes, please explain: _____

Have any of your current or former co-workers, subordinates, supervisors, customers or clients ever filed a complaint or accusation of misconduct against you with any regulatory or investigatory agency, or with your employer? ☐ Yes ☐ No

If yes, state the date(s) of such accusations, the specific accusation(s) made, and the background and resolution of such action(s).

Have you performed military service? ☐ Yes ☐ No

If yes, please indicate the dates, branch, and type of discharge: _____

F. References

Please list the names, addresses, telephone numbers and, if available, e-mail addresses of any lawyers or judges who are familiar with your professional activities and would recommend you as qualified to serve as a judge.

Please list the names, addresses, telephone numbers and, if available, e-mail addresses of three (3) persons who are not lawyers or judges who would recommend you as qualified to serve as a

judge.

G. Additional Information

Please include any further information relative to your candidacy, qualifications, skills, and/or abilities that you wish to forward to the Mohave County Committee on Special Judicial Officer Appointments to assist them in evaluating your application. Please attach a resume, and cover letter explaining why you are seeking this position.

If you are appointed by the Presiding Judge to serve as a special judicial officer, are you aware of any reason why you would be unable or unwilling to serve a full term? ☐ Yes ☐ No
If yes, please explain. _____

If you are appointed by the Presiding Judge to serve as special judicial officer, would you accept assignments outside your area of residence? ☐ Yes ☐ No If no, please explain.

The undersigned hereby authorizes any bar association, reference, employer, educational institution, credit reporting agency, business and professional associate, or governmental agency to release to the Mohave County Committee on Special Judicial Officer Appointments and Presiding Judge or designee any information requested in connection with the processing of my request for consideration as a special judicial officer. I understand that the fact I have applied is not confidential and the information provided may be verified. By submitting this application, I agree that the Court may publish my name to solicit public comment. All statements in this application are true and correct to the best of my knowledge. Submission of this application expresses my willingness to accept appointment to the judicial position applied for in this application if made by the Presiding Judge of the Mohave County Superior Court.

Applicant Signature

Date

AUTHORIZATION FOR BACKGROUND CHECK

The Mohave County Court System may check credit, criminal, educational, employment and disciplinary records of applicants. I hereby authorize the Presiding Judge or designee to conduct credit, criminal background, educational, employment and disciplinary records investigations as part of the application process for judicial appointment.

Name: _____

Address: _____

Fax Number: _____

Date of Birth: _____

Place of Birth: _____

Social Security Number: _____

State Bar Number: _____

Signed this _____ day of _____, 20____.

Signature of Applicant

State of Arizona)

)ss.

County of Mohave)

Subscribed to before me this _____ day of _____, 20____.

Notary Public

SUPERIOR COURT IN MOHAVE COUNTY APPLICANT SURVEY INFORMATION FORM

Thank you for your interest in employment with the Mohave County Superior Court System! 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.

PLEASE COMPLETE ONLY ONE (1) COPY OF THE APPLICANT SURVEY AND ATTACH TO THE ORIGINAL APPLICATION.

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: Over 40? ☐ YES ☐ NO

GENDER: ☐ MALE ☐ FEMALE

ETHNICITY: ☐ I choose to not self-identify at this time
☐ White (Not of Hispanic Origin)
☐ Black (Not of Hispanic Origin)
☐ Hispanic
☐ Asian or Pacific Islander
☐ American Indian or Alaskan Native

Where did you first learn about this job?

- ☐ Walk-in ☐ Newspaper (please specify) _____
- ☐ Employee ☐ Professional Journal/Website (please specify) _____
- ☐ DES Job Service ☐ Internet
- ☐ Other* ☐ www.mohavecourts.az.gov ☐ other website (please specify) _____

PLEASE COMPLETE ONLY ONE (1) COPY OF THE APPLICANT SURVEY AND ATTACH TO THE ORIGINAL APPLICATION.