



HONORABLE DOROTHY BROWN
CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
APPLICATION FOR EMPLOYMENT/UNPAID INTERNSHIP & VOLUNTEER

INSTRUCTIONS TO THE APPLICANT

1. This is an education/skills and experience based application. This application is e-fillable on the computer. You may use your computer keyboard to type in your answers and your tab key to advance to the next fillable field.
2. Please complete the ENTIRE application. Illegible or incomplete answers will delay the processing of your application.
3. Submitting an application does not guarantee that you will be hired. It ensures only that you will be considered fairly when selections are made to fill vacancies.
4. If you are offered employment, it will be necessary to complete additional forms as well as provide additional documentation to prove that you have obtained any academic achievements (degrees or courses completed), or have met any licensing or certification requirements as set forth in the application.
5. To be hired, you must be a United States citizen or permanent resident, or be able to provide proof of authorization to work in the United States.
6. Applications for full-time employment will be kept on file for 12 months from the date of receipt. A new application should be submitted after 12 months or if there is a significant change in your experience or education. Applications for seasonal employment must be submitted each year after September 1st in order to be considered for employment for the upcoming winter/spring/summer seasons.
7. All information included on your resume should be included on this application; **do not submit the resume to us.**
8. Entry level and seasonal applicants will be rated based on the date the application is received and the information provided.
9. Management applicants will be considered based on qualifications.
10. Volunteers and unpaid interns are encouraged to apply. Student applicants may wish to inquire with their institution if education credits may be earned.

All applicants will be subject to a criminal background check and verification of application information.

WHEN YOU HIT THE SUBMIT BUTTON ON THE ELECTRONIC APPLICATION, IT SERVES AS YOUR ELECTRONIC SIGNATURE. LIKE SIGNING A PAPER APPLICATION, YOUR ELECTRONIC SIGNATURE CERTIFIES THAT ALL INFORMATION PROVIDED ON THE APPLICATION IS TRUE AND CORRECT. YOU MAY ALSO SUBMIT YOUR COMPLETED APPLICATION BY MAIL, FAX, OR IN PERSON BETWEEN 8:30 A.M. AND 4:30 P.M., MONDAY THROUGH FRIDAY, TO THE PERSONNEL SERVICES DEPARTMENT, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, RICHARD J. DALEY CENTER, 50 W. WASHINGTON ST., ROOM 1001, CHICAGO, IL 60602. TELEPHONE (312) 603-7266, FAX (312) 603-5043.

PART III a.

SKILLS / ABILITIES / EXPERIENCE

Last Name: _____

First Name: _____

M.I. _____

DO NOT SEND A RESUME. Please transfer all information from your resume to this application by checking all boxes and completing all information that thoroughly and accurately describe your **skills, abilities, and experience.** *If additional space is needed, attach a separate sheet of paper.*

1. Customer Service Experience Total no. of years/months: _____ Year(s) _____ Month(s)

2. Data Entry/Keyboarding Experience Total no. of years/months: _____ Year(s) _____ Month(s)

3. Administrative/Clerical/Filing Experience Total no. of years/months: _____ Year(s) _____ Month(s)

4. Microsoft Office Program Skills
 a. Word b. Excel c. PowerPoint d. Access e. Other: _____

5. Financial Experience Total no. of years/months: _____ Year(s) _____ Month(s)
 a. Accounting b. Banking c. Billing d. Bookkeeping e. Cashiering/Cash Handling
 f. Credit & Collections g. Procurement h. Other: _____

6. Management Experience Total no. of years/months: _____ Year(s) _____ Month(s)

7. Employee Supervision Experience Total no. of years/months: _____ Year(s) _____ Month(s)
The largest number of employees supervised is less than 6 6-16 more than 16

8. Graphic Design Experience Total no. of years/months: _____ Year(s) _____ Month(s)
 a. Web Design b. Desktop Publishing c. Other: _____

9. Technical Computer Experience Total no. of years/months: _____ Year(s) _____ Month(s)
 a. Network b. Software Development c. Programming: Specify Languages(s) _____
 d. Other: _____

10. Commercial Driver's License
State issued in: _____ Expiration Date: _____

11. Forklift Operation Experience Total no. of years/months: _____ Year(s) _____ Month(s)

12. Bi/Multi-lingual Fluent language(s), spoken and written: _____

13. List any other professional skills that you possess: _____

PART III b.

EMPLOYMENT HISTORY

DO NOT SEND A RESUME. Please transfer all information from your resume to this application. Complete all information thoroughly and accurately describing your **skills, abilities, and experience.** *If additional space is needed, attach a separate sheet of paper.*

Employer: _____

Telephone: _____ From: _____ To: _____

Address: _____
Street Suite No. City State Zip Code

Detail your job responsibilities:

PART III b.

EMPLOYMENT HISTORY (Cont.)

| | | |
|-------------------------|--------------------------|-------------------|
| Last Name: _____ | First Name: _____ | M.I. _____ |
|-------------------------|--------------------------|-------------------|

DO NOT SEND A RESUME. Please transfer all information from your resume to this application. Complete all information thoroughly and accurately describing your **skills, abilities, and experience.** *If additional space is needed, attach a separate sheet of paper.*

Employer: _____

Telephone: _____ From: _____ To: _____

Address: _____
Street Suite No. City State Zip Code

Detail your job responsibilities: _____

Employer: _____

Telephone: _____ From: _____ To: _____

Address: _____
Street Suite No. City State Zip Code

Detail your job responsibilities: _____

Employer: _____

Telephone: _____ From: _____ To: _____

Address: _____
Street Suite No. City State Zip Code

Detail your job responsibilities: _____

MILITARY SERVICE

Did you ever serve in the Armed Forces: Yes No From: _____ To: _____

If yes, list branch of service, highest rank achieved and job duties: _____

I was (choose one): Honorably Dishonorably discharged from the Armed Forces. (Please provide details of your dishonorable discharge on a separate sheet).

PART IV

Last Name: _____ **First Name:** _____ **M.I.** _____

VOLUNTEER WORK / INTERNSHIPS

DO NOT SEND A RESUME. Please transfer all information from your resume to this application by checking all boxes and completing all information that thoroughly and accurately describe your **volunteer/internship experience**. *If additional space is needed, attach a separate sheet of paper.*

Organization/Agency: _____ From: _____ To: _____

Address: _____
Street Suite No. City State Zip Code

Detail your job responsibilities: _____

Organization/Agency: _____ From: _____ To: _____

Address: _____
Street Suite No. City State Zip Code

Detail your job responsibilities: _____

PART V

REFERENCES

List at least one (1) personal and one (1) business/school reference.

Personal Business/School Years known: _____ Telephone: _____

Name: _____ Relationship to Person: _____

Title/Profession: _____ Business/Company Name: _____

Address: _____
Street Suite No. City State Zip Code

Personal Business/School Years known: _____ Telephone: _____

Name: _____ Relationship to Person: _____

Title/Profession: _____ Business/Company Name: _____

Address: _____
Street Suite No. City State Zip Code

I certify that the information contained in this application is true and correct to the best of my knowledge, and I understand that false or incorrect information in this application is grounds for disqualification from further consideration, or may subject me to discipline up to and including discharge at any time if hired. Further, I hereby authorize my former employer(s), references, and educational institution(s) to provide information solicited by the Clerk of the Circuit Court ("Clerk's Office"), and I hereby release and discharge each of the above, including the Clerk's Office and its employees, from any liability of any kind or nature.

To submit an application online, you must electronically sign the application. Like signing a paper application, your electronic signature certifies that all information provided on the application is true and correct.

PRINT NAME _____

Signature

Date

Positions will be filled from the highest-ranking applicants based on education, skills and abilities in the order in which the applications are received. **Under certain circumstances applications will be examined and individuals chosen based on bona fide occupational qualifications.**

Interested persons may submit their completed applications electronically, by mail, fax, or in person between 8:30am and 4:30pm., Monday through Friday, to the Personnel Services Department, Clerk of the Circuit Court of Cook County, Richard J. Daley Center, 50 W. Washington St., Room 1001, Chicago, IL60602. Telephone (312) 603-7266, Fax (312) 603-5043.

The Clerk of the Circuit Court of Cook County is an equal opportunity employer and will not base hiring decisions on the basis of race, color, sex, age, national origin, religion, marital status, disability status, political affiliation and/or beliefs (except where there is an appropriate requirement for the effective performance of duties), or activity or non-activity on behalf of a union. The conditioning, basing, or affecting of the hiring of governmental employees (other than for exempt positions) upon or because of any political reason or factor including; political support, activity, financial contributions, promises of political support, activity or financial contributions or political sponsorship or recommendation, is strictly prohibited.