



# APPLICATION FOR EMPLOYMENT

## Will County Court Services Department

Twelfth Judicial Circuit

Will County, Illinois

This form may not be reproduced without the authorization of the  
Will County Court Services Department

### Equal Employment Opportunity Statement

The Will County Court Services Department does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or in the provision of services.

### INSTRUCTIONS

Your application will be considered with others in competition for the position in which you have indicated an interest. Please furnish us with complete information as outlined in this application. Please print and use ink, **do not type**.

Application For:  Adult Probation Officer  Juvenile Probation Officer  Juvenile Detention Officer

Date of Application \_\_\_\_\_

Name  Mr.  Mrs.  Ms. \_\_\_\_\_  
Last First Initial

Address \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Other Phone ( ) \_\_\_\_\_

Social Security # XXX-XX- \_\_\_\_\_ Driver's License # \_\_\_\_\_

Citizen of the United States?  Yes  No

Have you ever been convicted of a felony offense?  Yes  No

If Yes, Date \_\_\_\_\_ Place \_\_\_\_\_ Disposition \_\_\_\_\_

Nature of conviction \_\_\_\_\_

Are you fluent in any foreign languages?  Yes  No Indicate language(s) \_\_\_\_\_

**EDUCATIONAL HISTORY** – All applicants are required to submit transcripts and evidence of degree(s) received.

1. College \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Address / City / State \_\_\_\_\_

Major Subject \_\_\_\_\_ Degree \_\_\_\_\_

Date Conferred \_\_\_\_\_ Overall Grade Point Average \_\_\_\_\_

Please list any academic awards or honors along with the dates they were conferred:

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

2. College \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year  
Address / City / State \_\_\_\_\_  
Major Subject \_\_\_\_\_ Degree \_\_\_\_\_  
Date Conferred \_\_\_\_\_ Overall Grade Point Average \_\_\_\_\_  
Please list any academic awards or honors along with the dates they were conferred:

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

**GRADUATE SCHOOL**

1. School \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year  
Address / City / State \_\_\_\_\_  
Major Subject \_\_\_\_\_ Degree \_\_\_\_\_  
Date Conferred \_\_\_\_\_ Overall Grade Point Average \_\_\_\_\_  
Please list any academic awards or honors along with the dates they were conferred:

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

2. School \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year  
Address / City / State \_\_\_\_\_  
Major Subject \_\_\_\_\_ Degree \_\_\_\_\_  
Date Conferred \_\_\_\_\_ Overall Grade Point Average \_\_\_\_\_  
Please list any academic awards or honors along with the dates they were conferred:

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

**SPECIAL COMPETENCIES** – Please list the granting of any certifications or licensures for the provision of specialized services and also indicate the effective dates or periods of authorization for the above.

1. \_\_\_\_\_
2. \_\_\_\_\_

**EMPLOYMENT HISTORY** – (Please list employers beginning with your present or most recent employment. Also, include any U.S. Military Service in this section of the form)

1. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Your Position \_\_\_\_\_ Type of Work \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Part-Time \_\_\_\_\_ Full-Time \_\_\_\_\_  
Name of immediate Supervisor \_\_\_\_\_  
Describe your duties in this position \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Your Position \_\_\_\_\_ Type of Work \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Part-Time \_\_\_\_\_ Full-Time \_\_\_\_\_  
Name of immediate Supervisor \_\_\_\_\_  
Describe your duties in this position \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Your Position \_\_\_\_\_ Type of Work \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Part-Time \_\_\_\_\_ Full-Time \_\_\_\_\_  
Name of immediate Supervisor \_\_\_\_\_  
Describe your duties in this position \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

4. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Your Position \_\_\_\_\_ Type of Work \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Part-Time \_\_\_\_\_ Full-Time \_\_\_\_\_  
Name of immediate Supervisor \_\_\_\_\_  
Describe your duties in this position \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

**UNSALARIED EXPERIENCE** – (e.g. Internship, volunteer, etc.)

1. Organization \_\_\_\_\_ Location \_\_\_\_\_  
Position Held \_\_\_\_\_  
Describe your duties in this position \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of participation – From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Supervisor \_\_\_\_\_ Hours worked per week \_\_\_\_\_

2. Organization \_\_\_\_\_ Location \_\_\_\_\_  
 Position Held \_\_\_\_\_  
 Describe your duties in this position \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Dates of participation – From \_\_\_\_\_ To \_\_\_\_\_  
 Month/Year Month/Year  
 Supervisor \_\_\_\_\_ Hours worked per week \_\_\_\_\_

**REFERENCES** – (Please provide the names of three (3) persons who are familiar with your employment / educational record)

1. Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ City / State \_\_\_\_\_  
 Business / Occupation \_\_\_\_\_  
 Relationship \_\_\_\_\_
2. Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ City / State \_\_\_\_\_  
 Business / Occupation \_\_\_\_\_  
 Relationship \_\_\_\_\_
3. Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ City / State \_\_\_\_\_  
 Business / Occupation \_\_\_\_\_  
 Relationship \_\_\_\_\_

**Permission is hereby given to the Will County Court Services Department and the Court of the Twelfth Judicial Circuit to contact any or all persons, institutions, or agencies named in this application for information concerning this applicant.**

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

1. Please describe, in detail, the duties, responsibilities, and rewards you seek from the employment market.

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2. In the criminal justice process where does a Court Services Department typically become an active component? How would you view your role, as a Court Services Officer, within the criminal justice system?

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3. In your view, what would be the most critical responsibility of a Court Services Officer and why?

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I submit the above application and certify that all statements contained herein are true and accurate. In addition, I authorize investigation of all statements contained in this application. I understand that any misrepresentations or misleading information herein could invalidate this application and be the basis for terminating employment, if any appointment is made. I also understand that acceptance of this application for consideration implies no guarantee of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date