

**OFFICE OF THE CLERK
UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA**

EMPLOYMENT INFORMATION SHEET

PLEASE TYPE OR PRINT (IN INK) COMPLETE ANSWERS TO THE FOLLOWING QUESTIONS: Date: _____

Title of position you are applying for: _____

Name: _____
Last First Middle Initial

Other names previously used for employment: _____

Mailing Address (street address, city, zip code): _____

Work: () _____ Home () _____	Country of citizenship: _____
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EDUCATION:

School	Name and location	Major	Degree	Date completed (optional)
High School:	_____	_____	_____	_____
College or University:	_____	_____	_____	_____
Other:	_____	_____	_____	_____

Honors or Awards: _____

Professional or technical licenses, certificates, etc.:
 (Show state, county or city registered if applicable) _____

Do you type? No Yes - Words Per Minute: _____

Have you ever been convicted of a felony or misdemeanor? (You may omit: (1) offenses committed before your eighteenth birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses the record of which has been expunged; (4) minor traffic violations for which you paid a fine of \$50 or less.)
 No Yes

Your age at time of violation	Date	Law Enforcement Agency or Court	Charge	Disposition

Do you have any relatives who are employees of the U.S. Courts? Yes No
 If yes, give name, position and relationship: _____

Have you ever been employed by a United States Court? Yes No
 If yes, provide dates employed and last position title held: _____

Have you ever been employed by the Federal Government? Yes No
 If yes, provide dates employed and last position title held: _____

How were you referred to our agency? _____	On what date are you available for employment? _____
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EMPLOYMENT HISTORY: BEGIN WITH PRESENT OR LAST EXPERIENCE (ACCOUNT FOR AT LEAST THE LAST 10 YEARS)

Present employer (or most recent):	From:	To:
Address:	Kind of business:	
Position:	Salary:	
Supervisor's name:	☎	
Reason for leaving:	Hours worked per day:	
Duties:		

Previous employer:	From:	To:
Address:	Kind of business:	
Position:	Salary:	
Supervisor's name:	☎	
Reason for leaving:	Hours worked per day:	
Duties:		

Previous employer:	From:	To:
Address:	Kind of business:	
Position:	Salary:	
Supervisor's name:	☎	
Reason for leaving:	Hours worked per day:	
Duties:		

IF MORE THAN THREE PREVIOUS EMPLOYERS, LIST OTHERS BELOW:

From (Mo./Yr.)	To (Mo./Yr.)	Company & location	Position:	Salary:	Reason for leaving

REFERENCES - DO NOT LIST RELATIVES

Name:	Occupation:	☎
Name:	Occupation:	☎
Name:	Occupation:	☎

Employees of the U.S. Bankruptcy Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees.

All statements made herein are true to the best of my knowledge.

Signature of applicant

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UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA

As part of our application process, please complete the following questions and attached authorization form. Please return the forms (in the envelope provided) to the Human Resources Office.

Name:

Date:

1. Country of Citizenship _____
Federal law prohibits the payment of salary to certain non-citizens. If you are not a United States citizen, please ask Human Resources to check your status with the Administrative Office of the United States Courts.

2. Have you ever been discharged from a position or asked to resign under the threat of discharge?
Yes _____ No _____

If yes, explain under Remarks at the bottom of the page.

3. Have you ever been convicted? Yes _____ No _____
(You may omit: (1) offenses committed before your 18th birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses as to which the record has been expunged; (4) minor traffic violations for which you paid a fine of \$50 or less).

If yes, explain under Remarks at the bottom of the page.

4. The final candidate will be subject to a background investigation with law enforcement agencies. You will be asked for additional information, including your Social Security number and driver's licence information at that time.

Remarks: