



THE OFFICE OF LYDIA GARDNER

Clerk of the Circuit and County Courts

425 N. Orange Avenue, Room 530

Orlando, FL 32801

Human Resources Division

(407) 836-2338

Fax: (407) 836-6320

Job Line: (407) 836-0013

Web site: <http://orangeclerk.ocfl.net>

APPLICATION FOR EMPLOYMENT

PLEASE PRINT IN INK OR TYPE. Complete entire application. Incomplete or unsigned applications will not be processed. Notify Human Resources Department of address or telephone number changes. Resumes are welcome; however, they cannot be given in lieu of information requested on this application.

PERSONAL INFORMATION

Date of Application	____/____/____	Social Security Number	____/____/____
Name	_____ (Last) (First) (Initial)		
Address	_____ (Number and Street) (City, State, Zip Code)		
Telephone Number	(____) _____ (Home)	(____) _____ (Alternate or Cell Phone)	
Position Applying for	_____	Full ____ P/T ____	(Day ____ Evening ____)

Are you eligible for work in the United States? ____ Yes ____ No

Are you a Veteran? ____ Yes ____ No If yes, please attach copy of Form DD214.

Do you have relatives that work for the Orange County Clerk of Courts? ____ Yes ____ No
Name _____ Division _____

Have you ever applied for a position with the Orange County Clerk of Courts? ____ Yes ____ No
If you answered "yes," please list the date(s) when you applied. _____

Have you been convicted of a First Degree Misdemeanor or Felony? For purposes of this application, conviction applies to a finding of guilt, with or without adjudication of guilt, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere (non contest). ____ Yes ____ No

If yes, list location of court, nature of offense, and date and disposition of the case.

Conviction will not automatically bar you from employment, but will be considered with respect to time, circumstances, seriousness, and the position for which you have applied.

EDUCATION AND TRAINING

	Name of School	City and State	If Applicable Answer Below
High School			Diploma (Y/N) _____ GED Certificate (Y/N) _____
Business, Vocational, or Other School			Major Field of Study _____ Completed? (Y/N) _____ Total Hours _____
College or University			Major _____ Type of Degree _____ Date of Graduation _____

DRIVER LICENSE INFORMATION (Courier and Mental Health Division applicants only)

If a driver license is required for a vacancy, a copy of the license MUST accompany this application.

Do you possess a valid driver license? _____ Yes _____ No Expiration Date: _____ / _____ / _____

Driver License Type: _____ Operator _____ Non-Commercial _____ Commercial
Class _____ Endorsement _____ State _____

SPECIAL SKILLS

List any language(s) you SPEAK or READ, other than English (including sign language):

SPEAK _____
READ _____

List any computer software programs that you are proficient in using:

Check the skills in which you are proficient:

_____ Cash Register _____ Data Entry _____ Word Processing _____ Bookkeeping _____ Spreadsheets
_____ Other Skills (please list) _____

How did you learn about the position for which you are applying? (Check the appropriate response)

_____ Visit to Human Resources Division _____ Newspaper _____ Job Line _____ Orange TV _____ Internet
_____ Clerk of Courts Employee (Name of Employee _____)
_____ Other Source (Please Specify _____)

PROFESSIONAL, SCHOOL, OR PERSONAL REFERENCES (Do not list relatives)

Name	Address	Telephone Number
1.		
2.		
3.		

WORK HISTORY

Please list all employment and volunteer experience including temporary and part-time. **Begin with present or most recent employer.** **Account for all periods,** including unemployment and service in the Armed Forces. If more than one position was held with same employer, list information in the next block(s). **If you were employed under a different name, please enter that name in the right hand margin.**

Employer (Current or Last Employer)		Dates of Employment		Work Performed
		From	To	
Address				
Telephone Numbers (Supervisor)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Hours Per Week			
Reason For Leaving				
Employer		Dates of Employment		Work Performed
		From	To	
Address				
Telephone Numbers (Supervisor)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Hours Per Week			
Reason For Leaving				
Employer		Dates of Employment		Work Performed
		From	To	
Address				
Telephone Numbers (Supervisor)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Hours Per Week			
Reason for Leaving				

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Employer		Dates of Employment		Work Performed
		From	To	
Address				
Telephone Numbers (Supervisor)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Hours Per Week			
Reason For Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Numbers (Supervisor)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Hours Per Week			
Reason For Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Numbers (Supervisor)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Hours Per Week			
Reason for Leaving				

I hereby certify that the information set forth by me in this application is true and correct to the best of my knowledge. I understand that any incorrect, incomplete, or false statements and information may invalidate this application, or subject me to discharge at any time after employment. I authorize the Orange County Clerk of Courts to contact any or all listed employers, schools, and references in order to obtain information necessary to determine my employability. I understand that all job offers with the Orange County Clerk of Courts are contingent upon satisfactory completion of employment verification, a background check, and a physical examination including screening for the presence of illegal narcotic substances. I understand that my employment for the first six months will be on a probationary basis.

Applicant's Signature _____ **Date** _____

THE OFFICE OF LYDIA GARDNER, ORANGE COUNTY CLERK OF COURTS, IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, AGE, GENDER, NATIONAL ORIGIN OR DISABILITY.