

**United States District Court
Southern District of Florida
Probation Office**

APPLICATION FOR EMPLOYMENT

The information contained in this application is true and correct to the best of my knowledge. I understand that any falsification or misrepresentation of this information could result in my discharge should I be employed by this organization. I further authorize the United States Probation Office to verify any information I have provided below. This information may include former employers, educational and training institutions, and other appropriate sources.

DATE: _____ SIGNATURE: _____

PERSONAL INFORMATION

Present Work Telephone: _____
(Area Code) Phone Number

Name (Last, First, Middle) Include Maiden Name if applicable Social Security Number

Street Address (include Apartment Number) City State Zip Code Home Telephone (include Area Code)

Name, Address and Phone Number (include Area Code) of person to notify in case of emergency:

Your Date of Birth: _____ Your Citizenship: _____ Your Birthplace: _____

Have you or any member of your family ever been arrested or convicted of a crime? (Check one) Yes _____ No _____

If yes, explain: _____

Certain job duties require a valid driver's license. Do you have one? Yes _____ No _____ Own a Car? _____

Have you applied for a position as U.S. Probation Officer with the Southern District of Florida before? No _____ Yes _____

<u>EDUCATION</u>	Name and Location of School (Address, City, State)	Principal Field of Study (Type of degree and major)	Highest Level Completed	Date Degree Completed	Overall GPA
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
University	_____	_____	_____	_____	_____
Business and Trade School	_____	_____	_____	_____	_____

SPECIAL SKILLS:

_____/WPM _____/WPM Yes _____ No _____ Yes _____ No _____
Typing Speed Shorthand Speed Dictation Equipment Word Processing ----- Type of equipment?

List any other office equipment you can operate (including any computer software programs for which you are proficient):

LICENSES OR CERTIFICATES:

List licenses or certificates relevant to the job for which you are applying (use additional sheets if necessary):

1. _____
2. _____
License or Certificate Date Issued/Date Expires State or Licensing Agency

FOREIGN LANGUAGES (Circle the level of proficiency which applies to your skills):

1. _____ Fluently Passably Fluently With Difficulty Fluently With Difficulty
2. _____ Fluently Passably Fluently With Difficulty Fluently With Difficulty
LANGUAGE Speak & Understand Write & Translate Articles Read & Translate Articles

