



ACTING CAPACITY APPLICATION FOR MINIMUM QUALIFICATION VERIFICATION PURPOSES ONLY

The Maryland Judiciary is an Equal Opportunity Employer

INSTRUCTIONS: Please print clearly or type all information. You must complete all relevant sections of the application to verify Minimum Qualifications for the Acting Position. This application is NOT to be used for open recruitment efforts.

SECTION ONE: IDENTIFICATION DATA

Job Title		Date	
Location		PIN	

First Name and Middle Initial		Last Name	
Home Address (Street and Number)			
City, State and Zip Code			
Home Phone		Work Phone	
Cell Phone		Email Address	

SECTION TWO: EDUCATION AND SKILLS

Schools Attended	Name and Location of School	Graduated? (Yes/No)	Total # Credits	Degree Type or Certification	Major
High School					
Business or Technical					
Community College					
College or University					
College or University					
College or University					

Typing Skills

Please answer this question **only if typing skill is a qualification in the job announcement.**

Words Per Minute (WPM)		A typing test may be given to applicants interviewed for positions requiring typing.
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Computer Skills

Please answer this question, as applicable, if a computer skill or certification is a qualification in the job announcement.

Software Proficiencies	Hardware Proficiencies	Computer Certifications

SECTION THREE: LICENCES AND CERTIFICATIONS

Special Qualifications

List active professional and technical licenses and certifications (other than computer related), academic and professional awards, and any other special qualifications you have earned or received.

License, Certification, or Award	Field, Specialization, or Nature of Award	School or Organization	Expiration Date (if relevant)

Motor Vehicle License

Please answer this question **only if a license is required in the job announcement.**

Do you possess a valid motor vehicle license? (Yes/No)		Type/Class	
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SECTION FOUR: IS NOT APPLICABLE FOR ACTING CAPACITY

Maryland Judiciary is a drug free workplace.
Maryland Judiciary is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, sex, color, national origin, religion, marital status, age, sexual orientation, veteran status or disability in employment.

SECTION FIVE: EMPLOYMENT HISTORY

Important Instructions:

1. List all your work experience, including military service. You may also include volunteer experience.
2. Start with your current or most recently held position.
3. **You must complete all relevant sections of the application to be considered for the Acting Position, including the Description of Job Duties and the number (#) of hours worked per week.**
4. **Do not submit a resume or any other documentation, in lieu of this Acting Capacity Application.**

Current or Most Recent Position

Business Name		Supervisor's Name	
Business Address		Supervisor's Phone Number	
Full Time or Part Time		Date Started (Mo./Day/Year)	
Regular, Contract, or Temp.		Date Ended (Mo./Day/Year)	
Your Job/Working Title		Your Salary	# Hours per Week
Number of Employees You Supervise and Their Job Titles			
Description of Job Duties ▼Start in space below ▼		Reason for Leaving	

Former Position

Business Name		Supervisor's Name	
Business Address		Supervisor's Phone Number	
Full Time or Part Time		Date Started (Mo./Day/Year)	
Regular, Contract, or Temp.		Date Ended (Mo./Day/Year)	
Your Job/Working Title		Your Salary	# Hours per Week
Number of Employees You Supervise and Their Job Titles			
Description of Job Duties ▼Start in space below ▼		Reason for Leaving	

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Number of Employees You Supervise and Their Job Titles			
Description of Job Duties ▼Start in space below ▼		Reason for Leaving	

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Number of Employees You Supervise and Their Job Titles			
Description of Job Duties ▼Start in space below ▼		Reason for Leaving	

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NOTICE TO APPLICANTS

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEES TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR, OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND IS SUBJECT TO A FINE NOT TO EXCEED \$100.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND THEN SIGN THIS APPLICATION

I hereby certify that all information provided by me on this application is ACCURATE AND COMPLETE to the best of my knowledge. I understand that any false or incomplete information furnished by me, or failure to disclose requested information, may result in the rejection of this application, may make me no longer eligible for consideration for employment with the Maryland Judiciary, or may result in my dismissal after my employment. I authorize the Maryland Judiciary to investigate any statement contained in this employment application and release former employers and reference contacts from any and all liability on account of furnishing such information to the Maryland Judiciary. I further understand that, if considered for this position, the Maryland Judiciary will conduct criminal and/or driving record checks. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Maryland Judiciary and myself.

<p>Original Signature or Typed Signature of Applicant</p> <p>An original signature or typed signature (in any font) is an acknowledgement of the above statements. Your application will not be considered if this is left blank.</p>	<p>Date</p>