



# LAW CLERK EMPLOYMENT APPLICATION

*The Maryland Judiciary is an Equal Opportunity Employer*

INSTRUCTIONS: Please print or type all information. Please complete all relevant sections. Your application may be rejected if information is missing. Please attach additional pages and follow the same format of the continued section only if you need additional space.

## SECTION ONE: IDENTIFICATION DATA

|                                  |  |               |  |
|----------------------------------|--|---------------|--|
| Job Title                        |  | Date          |  |
| Location                         |  |               |  |
| 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?<br>(Yes/No) | Credits | Degree Type<br>or Certification | Major |
|-----------------------|-----------------------------|------------------------|---------|---------------------------------|-------|
| High School           |                             |                        |         |                                 |       |
| Business or Technical |                             |                        |         |                                 |       |
| Community College     |                             |                        |         |                                 |       |
| College or University |                             |                        |         |                                 |       |
| College or University |                             |                        |         |                                 |       |
| College or University |                             |                        |         |                                 |       |

### Bar Member

Please provide a copy of your Bar certificate.

|                     |  |
|---------------------|--|
| Bar Member (yes/no) |  |
|---------------------|--|

### 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 |  |
|--|--|------------|--|

**SECTION FOUR: GENERAL INFORMATION**

Please answer all questions, and provide additional information if applicable.

| Question  | Yes/No |
|---|--------|
| <p><b>Are you authorized to work in the United States?</b><br/>                     Note that the Maryland Judiciary does not sponsor employees in application of the H-1B Visa. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986.</p> |        |
| <p><b>Can you perform the essential duties of the job for which you applied, with or without a reasonable accommodation?</b></p>  |        |
| <p><b>Have you ever worked for an agency of the State of Maryland?</b><br/>                     If yes, please provide the agency name(s) and dates in the space below. Please ensure that these positions are detailed in your Employment History.</p>   |        |
| <p>Previous State Positions:</p><br><br><br>  |        |
| <p><b>Do you have relatives who are currently employed by the Maryland State Judiciary?</b><br/>                     If yes, please provide their name(s), relationship to you, and the court or office in which they work:</p>   |        |
| <p>Judiciary Relatives:</p><br><br><br>   |        |

**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 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 fill out all blocks completely to be considered for employment, including "Job Duties".
4. You may list additional positions (in hard-copy or Word), by photocopying or copy-and-pasting page 4.
5. In Word, the boxes will expand as you type. You may delete any empty "Job Duties" lines that are not needed. In pdf, the font will reduce as you fill the boxes.
6. **You may attach a resume in lieu of completing the job data fields.**

**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/Week |
| Number of Employees You Supervise and Their Job Titles    |  |                             |            |
| Description of Job Duties ▼ <b>Start in space below</b> ▼ |  | 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/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/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/Week |
| Number of Employees You Supervise and Their Job Titles    |  |                             |            |
| Description of Job Duties ▼ <b>Start in space below ▼</b> |  | Reason for Leaving          |            |
|   |  |                             |            |

**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.

|                        |      |
|------------------------|------|
|                        |      |
| Signature of Applicant | Date |