

**APPLICATION FOR EMPLOYMENT  
(Pre-employment Questionnaire)**

OFFICE OF THE CLERK  
UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF NORTH CAROLINA

(AN EQUAL OPPORTUNITY EMPLOYER)

Date: \_\_\_\_\_

**Type or Print** all the information. If your application does not provide all information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

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1. Job Title in Announcement: \_\_\_\_\_

2. Last Name: \_\_\_\_\_ First, Middle: \_\_\_\_\_

3. Social Security No. \_\_\_\_\_

4. Place of Birth (Include City & State or Country):

\_\_\_\_\_

5. Date of Birth: (mm/dd/yy): \_\_\_\_\_

6. Other Names Ever Used (For example, maiden name, nickname, etc.):

\_\_\_\_\_

7. Present Address: \_\_\_\_\_

Street

Apt. No.

\_\_\_\_\_

City

State

Zip

8. Permanent Address: \_\_\_\_\_

Street

Apt. No.

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City

State

Zip

9. Phone Numbers (include area code) Daytime: \_\_\_\_\_

Evening: \_\_\_\_\_

10. Are you 18 years or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

11. In case of emergency notify \_\_\_\_\_

Name

Address

Phone No.

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

13. Are you employed now? \_\_\_\_\_

14. Have you ever applied to this office before? \_\_\_\_\_ When \_\_\_\_\_

15. Have you ever worked for the government before? \_\_\_\_\_ Where \_\_\_\_\_

When \_\_\_\_\_

Reason for leaving government employment: \_\_\_\_\_

Name of last government supervisor \_\_\_\_\_

16. Who referred you to this office? [ ] Employment Agency [ ] Newspaper advertisement  
[ ] State Employment Office  
[ ] College Placement Service  
[ ] Walked In [ ] Friend [ ] Other

17. Lowest Pay Acceptable: \_\_\_\_\_

**WORK EXPERIENCE:**

18. Describe your current or most recent job in block a) and work backwards, describing each job you held during the past 10 years.

If you were unemployed for longer than 3 months within the past 10 years, list the dates and your addresses in an experience block. You may sum up in one block work that you did more than 10 years ago, but if that work is related to the type of job you are applying for,

describe each related job in a separate block. Include non-paid work if the work is like the job you are applying for.

If you need more experience blocks, use a sheet of paper (include your name, Social Security Number and item number on each sheet).

**FORMER EMPLOYERS:** (List below past employers, starting with last one first)

a) Name and address of present or last employer: \_\_\_\_\_  
\_\_\_\_\_

Starting Date: \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Month Year Month Year

Weekly Starting Salary \_\_\_\_\_ Weekly Final Salary \_\_\_\_\_

Job Title \_\_\_\_\_ If not currently employed,  
may we contact supervisor? \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ Phone No. \_\_\_\_\_

Nature of Work: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Describe duties and accomplishments: \_\_\_\_\_  
\_\_\_\_\_

b) Name and address of employer: \_\_\_\_\_

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Starting Date: \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Month Year Month Year

Weekly Starting Salary \_\_\_\_\_ Weekly Final Salary \_\_\_\_\_

Job Title \_\_\_\_\_ May we contact supervisor? \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ Phone No. \_\_\_\_\_

Nature of Work: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Describe duties and accomplishments: \_\_\_\_\_

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c) Name and address of employer: \_\_\_\_\_

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Starting Date: \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Month Year Month Year

Weekly Starting Salary \_\_\_\_\_ Weekly Final Salary \_\_\_\_\_

Job Title \_\_\_\_\_ May we contact supervisor? \_\_\_\_\_



Degree (if any): \_\_\_\_\_ Year Received: \_\_\_\_\_

b) Name: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Semester Credits Earned: \_\_\_\_\_ Major(s): \_\_\_\_\_

(or)

Quarter Credits Earned: \_\_\_\_\_

Degree (if any): \_\_\_\_\_ Year Received: \_\_\_\_\_

c) Name: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Semester Credits Earned: \_\_\_\_\_ Major(s): \_\_\_\_\_

(or)

Quarter Credits Earned: \_\_\_\_\_

Degree (if any): \_\_\_\_\_ Year Received: \_\_\_\_\_

**GENERAL:**

23. Subjects of special study or research work \_\_\_\_\_

\_\_\_\_\_

Special training \_\_\_\_\_

Special skills, including automated equipment: \_\_\_\_\_

\_\_\_\_\_

Do you type? [ ] Yes [ ] No If yes, what is your typing speed? \_\_\_\_\_

24. Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). Job-related

certificates and licenses (current only). Job-related honors, awards and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do not send documents unless requested.

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25. In addition to your work experience, what other experience, skills, or qualifications especially qualify you for work with the U.S. District Courts? \_\_\_\_\_

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**REFERENCES:**

26. List three people who are not related to you and are not supervisors you listed under item 1 who know your qualifications and fitness for the kind of job for which you are applying. At least **one** should know you well on a personal basis.

a) Name of Reference: \_\_\_\_\_

Years Acquainted: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

b) Name of Reference: \_\_\_\_\_

Years Acquainted: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

c) Name of Reference: \_\_\_\_\_

Years Acquainted: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**BACKGROUND:**

27. Are you a U.S. Citizen? Yes [ ] No [ ]

28. Have you ever served in the United States Military Service? (If your only active duty was training in the Reserves or National Guard, answer "NO".) Yes [ ] No [ ]

If you answered "YES", provide the following information:

Branch: \_\_\_\_\_ From (mm/dd/yy) \_\_\_\_\_ To (mm/dd/yy): \_\_\_\_\_

Type of Discharge: \_\_\_\_\_

29. Have you been convicted by a military court-martial ? (If no military service, answer "NO".) If "YES", use item 39 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved. Yes [ ] No [ ]

30. Have you been convicted, been imprisoned, been on probation, or been on parole? (include felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "YES" use item 39 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved. Yes [ ] No [ ]

31. Are you now under charges for any violation of law? If "YES", use item 39 to provide the date, explanation of the violation, place of occurrence,, and the name

and address of the police department or court involved. Yes [ ] No [ ]

32. During the last 15 years, were you fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management? If "YES", use item 39 to provide the date, an explanation of the problem and reason for leaving, and the employer's name and address.

Yes [ ] No [ ]

33. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage guaranteed or insured loans such as student and home mortgage loans.) If "YES", use item 39 to provide the type, length, and amount of the delinquency or default and steps that you are taking to correct the error or repay the debt. Yes [ ] No [ ]

34. Do you receive or have you ever applied for, retirement pay, pension or other pay based on military, Federal civilian, or District of Columbia Government Service?

Yes [ ] [ ] No

35. Have you **ever** been treated for drug or alcohol abuse?  
If “YES” please use item 39 to provide date, length, type and place of treatment.  
 Yes  No
36. Do you have any physical and/or mental impairment(s) that would interfere or prevent you from performing duties as assigned to you in the clerk’s office. If “YES”, please use item 39 to provide a description of any physical/mental limitation.  Yes  No
37. Why do you think you would like to work for the Federal Court?
38. Why should you be selected above other applicants?

**CONTINUATION SPACE:**

39. Provide details requested in items 29 through 39 in the continuation space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP codes in all addresses.

**APPLICANT CERTIFICATION**

and

**AUTHORIZATION:**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at the pleasure of the Court.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_