

**Jefferson County Public Defender's Office  
Employment Application**

For Office use Only  
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\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
(For Office Use Only)  
Application No:

Position applying for:    Administrative Assistant                  Paralegal                  Receptionist

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Mr. Mrs. Ms.  
(Please check one)

**SKILLS AND EXPERIENCE:**

Do you have experience working with:    Mac    Windows    Linux    Other: \_\_\_\_\_

Please check the computer software you have used and your proficiency level:

Program	None	Minimal	Moderate	Extensive
MS Word	_____	_____	_____	_____
Excel	_____	_____	_____	_____
PowerPoint	_____	_____	_____	_____
Outlook	_____	_____	_____	_____
AlaCourt	_____	_____	_____	_____
AlaFile	_____	_____	_____	_____
defenderData	_____	_____	_____	_____
Adobe Acrobat	_____	_____	_____	_____

Please list any other software you are proficient with:

\_\_\_\_\_

Typing Speed: \_\_\_\_\_ last tested on: \_\_\_\_\_

Please check the skills below that you are experienced and proficient in:

Dictaphone	Data Entry	Taking Minutes/Dictation
Photocopier	Reception/Switchboard	Mailroom
Bookkeeping	Payroll	

Other related skills/training/experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATION: Post Secondary  
Institution

Degree or Course

Completion Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EDUCATION: Other Education/Training

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EDUCATION: Courses/Workshops

_____	_____	_____
_____	_____	_____

EMPLOYMENT HISTORY: Present or Last Position

#1: Employer/Company:

Position: \_\_\_\_\_

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

Contact Name & Title:

Duties: \_\_\_\_\_

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

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

#2: Employer/Company:

Position: \_\_\_\_\_

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

Contact Name & Title:

Duties: \_\_\_\_\_

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

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

#3: Employer/Company:

Position: \_\_\_\_\_

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

Contact Name & Title:

Duties: \_\_\_\_\_

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

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

**OTHER INFORMATION:**

1. My current mode of transportation is (car, bus, bicycle, etc.): \_\_\_\_\_
2. Do you have an illness or disability that might impair your ability to perform the work for which you are applying?  Yes\*  No
3. Have you been charged or convicted of a criminal offense (excluding misdemeanors and traffic offenses)? (A conviction will not necessarily disqualify you from employment.)  Yes\*  No
4. Have you ever been asked to resign or been discharged from any position?  Yes\*  No
5. Have you ever been placed on probation, counseled, warned, or disciplined for tardiness, absenteeism, or work performance?  Yes\*  No
6. Have you signed a patent/confidentiality agreement or agreement not to compete with any current or former employer?  Yes\*  No
7. Do you smoke? The Public Defender’s Office has a no smoking policy in all of its offices.  Yes\*  No
8. Can you, after employment, submit proof that you are either a United States citizen or have the legal right to work in this country?  Yes  No
9. May we contact your present employer?  Yes  No

\*If the answer to any of the above is Yes, please provide details on a separate piece of paper and submit in an envelope marked “CONFIDENTIAL.”

**NECESSARY ATTACHMENTS:**

Please include the following with this application:

1. A Resume.
2. References: Names, addresses, and telephone numbers of three (3) past employers, supervisors, and/or personal references. We will only contact your current employer if we receive your approval to do so.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_