



Application Process for Teen Court Hearing Moderators

1. Complete and return a Volunteer Application, the information for returning the application is outlined below. Please send the signed, original copy of the application.
2. Submit an Interest Statement that provides information about your experience working with youth and why you would like to become a Teen Court Hearing Moderator.
3. Complete a background check and drug test which are completed in the Youth Education and Intervention Services Department (free of charge). The background check and drug test are completed by appointment only on Mondays, Wednesdays and Fridays from 9:00am until 11:00am. The Youth Education and Intervention Services Department is located at the Juvenile Intervention Center at 399 South Front Street. When you arrive for your appointment, please let the front desk staff know that you are here for a background check and drug test for the "Teen Court Program". You may make an appointment by contacting the phone number listed below.
4. Once the background check and drug test are completed and the results are returned favorably, you will be notified of the results.

Completed applications and statements must be mailed to the address listed below:

Franklin County Juvenile Court
Teen Court Program Coordinator
399 South Front Street
Youth Education & Intervention Services
Columbus, Ohio 43215-4598

Office: 614-525-3542, Fax: 614-525-4901, Main: 614-525-4460



J-APP REV 5/98

**FRANKLIN COUNTY
COURT OF COMMON PLEAS
DOMESTIC AND JUVENILE DIVISIONS**
373 SOUTH HIGH STREET
COLUMBUS, OHIO 43215-4598

EMPLOYMENT APPLICATION

(PLEASE TYPE OR PRINT LEGIBLY)

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE: AREA CODE _____ HOME NUMBER _____

(OPTIONAL) WORK NUMBER _____

ARE YOU INTERESTED IN: YES NO

FULL-TIME PERMANENT WORK?
PART-TIME PERMANENT WORK?

POSITION DESIRED: _____

APPLICATIONS ACCEPTED FOR POSTED POSITIONS ONLY

EDUCATION

	NAME AND ADDRESS OF SCHOOL	COURSE WORK	DEGREE
HIGH SCHOOL			
COLLEGE (UNDERGRADUATE)			
COLLEGE (GRADUATE)			
OTHER			

TRAINING AND OTHER QUALIFICATIONS

If applying for a clerical position: TYPING SPEED: _____ SHORTHAND SPEED: _____

If you have received TRAINING in an area which you feel is relevant to the position(s) for which you are applying, please submit the following information (do not include training gained as a part of your education as previously described).

Type of Training	Organization	Length of Training	Subject(s) Covered
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In the area below, please describe briefly any additional information or special qualifications you have for the position(s) requested. Include special machines or equipment you operate, hobbies which have taught you qualifying skills, etc.

EXPERIENCE

In the areas below, please list past work experience beginning with the most recent employment. If the title and duties changed materially in the course of your service in any one organization, indicate such changes clearly and as separate employments. Attach extra sheets if necessary. Volunteer work may also be included as employment.

Employer's name and address _____

Length of employment _____ FROM: mo. _____ yr. _____ TO: mo. _____ yr. _____

Reason for leaving _____

Position (job title and classification) _____ Salary: beginning _____ ending _____

Duties performed _____

Employer's name and address _____

Length of employment _____ FROM: mo. _____ yr. _____ TO: mo. _____ yr. _____

Reason for leaving _____

Position (job title and classification) _____ Salary: beginning _____ ending _____

Duties performed _____

Employer's name and address _____

Length of employment _____ FROM: mo. _____ yr. _____ TO: mo. _____ yr. _____

Reason for leaving _____

Position (job title and classification) _____ Salary: beginning _____ ending _____

Duties performed _____

Employer's name and address _____

Length of employment _____ FROM: mo. _____ yr. _____ TO: mo. _____ yr. _____

Reason for leaving _____

Position (job title and classification) _____ Salary: beginning _____ ending _____

Duties performed _____

GENERAL QUESTIONS

CHECK ONE

- 1. Are you willing and able to secure an Ohio Drivers License, if a license is required? YES NO
- 2. If necessary, can you supply your own transportation for work use? YES NO
- 3. Have you ever been employed by the state, city, township, or county service of Ohio? YES NO
- 4. Have you ever been convicted of any felony? YES NO
- 5. Have you ever been convicted of a D.U.I. or had your driver's license suspended or revoked? YES NO
- 6. Have you ever been convicted of any misdemeanor other than minor traffic? YES NO
- 7. Can you perform the job-related requirements of the specific job for which you are applying? YES NO

If you answered "YES" to questions 3, 4, 5 or 6 or "NO" to question 1, 2, or 7, please explain fully below, indicating by number to which question you are responding. Use additional sheets if necessary

MISCELLANEOUS

IF HIRED, WILL YOU BE ABLE TO WORK DURING THE DAYS AND HOURS REQUIRED FOR THE POSITION(S) FOR WHICH YOU ARE APPLYING? YES _____ NO _____ IF NO, EXPLAIN: _____

DO YOU HAVE ANY COMMITMENTS TO ANOTHER EMPLOYER THAT MIGHT AFFECT YOUR EMPLOYMENT WITH THE COURT? YES _____ NO _____ IF YES, PLEASE EXPLAIN: _____

IF HIRED, CAN YOU FURNISH PROOF THAT YOU ARE ELIGIBLE TO WORK IN THE UNITED STATES? YES _____ NO _____

PROFESSIONAL REFERENCES

PLEASE LIST THE NAMES AND ADDRESSES OF THREE INDIVIDUALS, OTHER THAN RELATIVES, WHOM WE MAY CONTACT FOR A **PROFESSIONAL RECOMMENDATION**.

NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE

EMERGENCY INFORMATION

PERSON(S) TO NOTIFY IN AN EMERGENCY:

NAME	ADDRESS	CITY	STATE	ZIP	PHONE

NOTICE

I UNDERSTAND THAT PRIOR TO BEING APPOINTED TO A POSITION WITH THE COURT IT WILL BE NECESSARY TO BE FINGERPRINTED AND PHOTOGRAPHED FOR IDENTIFICATION AND CRIMINAL RECORD CHECK PURPOSES. I UNDERSTAND THAT BY SIGNING THIS APPLICATION I AGREE TO SUBMIT TO DRUG TESTING BY THE COURT PRIOR TO BEING OFFERED EMPLOYMENT.

APPLICATION WILL NOT BE ACCEPTED IF THIS OATH IS NOT SIGNED

I SOLEMNLY SWEAR THAT THE FACTS SET FORTH IN MY APPLICATION ARE TRUE AND COMPLETE. I UNDERSTAND THAT IF APPOINTED, ANY FALSE STATEMENT ON THIS APPLICATION WILL RESULT IN MY DISMISSAL AND/OR SUBJECT ME TO PROSECUTION UNDER **OHIO REVISED CODE SECTION 2921.13**. YOU ARE HEREBY AUTHORIZED TO MAKE ANY INVESTIGATION OF MY PERSONAL, EMPLOYMENT, FINANCIAL HISTORY AND CREDIT RECORD. I HEREBY WAIVE ALL PROVISIONS OF LAW FORBIDDING COLLEGES OR UNIVERSITIES WHICH I ATTEND, OR PAST EMPLOYERS, FROM DISCLOSING ANY KNOWLEDGE OR INFORMATION RELEVANT TO MY EMPLOYMENT AND I HEREBY CONSENT THAT THEY MAY DISCLOSE SUCH KNOWLEDGE OR INFORMATION TO THE FRANKLIN COUNTY COURT OF COMMON PLEAS, DIVISION OF DOMESTIC RELATIONS AND JUVENILE BRANCH.

SIGNATURE OF APPLICANT _____

DATE _____

ALL EMPLOYMENT WITH THE FRANKLIN COUNTY DOMESTIC COURT AND JUVENILE BRANCH IS AT-WILL



FRANKLIN COUNTY
COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS
AND JUVENILE BRANCH
373 S. High Street
Columbus, Ohio 43215

JUDGES
DANA S. PREISSE
JIM MASON
KIM A. BROWNE
ELIZABETH GILL
CHRISTOPHER J. GEER

AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY SURVEY

As a governmental entity subject to Revised Code Section 4112.04(A)(10), the Court is required to file an annual affirmative action progress report with the Ohio Civil Rights Commission. To assist us in generating the minority recruitment source utilization data, please complete the following information. The questions are optional and the information is used for statistical purposes only. This is an anonymous survey and in no way will affect your employment application of the hiring process.

How did you hear of this employment opportunity?

- Posting
- Word of Mouth
- Newspaper Advertisement
- University Career Services
- Other Governmental Agencies
- Other _____

My gender is:

- Male
- Female

My age is: _____

Are you disabled?

- Yes
- No

Are you a veteran?

- Yes
- No

My predominant ethnic background is:

- African-American
- Hispanic
- Asian of Pacific Islander
- Native American Indian or Alaskan Native
- Caucasian – Non-Hispanic
- Other