



*United States Bankruptcy Court
District of Wyoming
2120 Capitol Avenue, 6th floor
Cheyenne, WY 82001*

APPLICATION FOR EMPLOYMENT

Type or Print all 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.

1. Position(s) Applied For: _____

2. Lowest Pay Acceptable: _____

3. Last name First name Middle name Soc. Security No.

Address City State Zip Phone no.

4. Are you at least eighteen years old? Yes ___ No ___

5. Are you a citizen of the United States? Yes ___ No ___

If no, does your immigration status permit you to work? Yes ___ No ___

Proof must be provided: visa, green card, Social Security Card, and driver's license.

APPLICANT CERTIFICATION:

This application shall be considered active for no more than 45 days. The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract unless the employer and employee execute a specific document in writing.

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. **I understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. **I understand** that any information I give may be investigated.

Signature: _____ Date Signed: _____

APPLICATION FOR EMPLOYMENT

United States Bankruptcy Court

District of Wyoming

6. WORK EXPERIENCE:

Describe your current or most recent job in the space below.

Use attachment "B" to complete information about your previous employment. (Make as many copies as necessary). Working backwards, describe 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. Include non-paid work if the work is like the job you are applying for.

Job Title (If Federal, include grade or CL):

From (mm/yy): _____ To (mm/yy): _____

Salary: \$ _____ per _____ Hours per Week: _____

Employer's Name: _____

Employer's Address: _____

Supervisor's Name: _____

Phone Number: _____

Reason for Leaving _____

Describe Your Duties and Accomplishments: If you need more room, use attachment "C"
(Include your name on each sheet).

7. May we contact your current supervisor? (If we need to contact your current supervisor before making an offer, we will contact you first). Yes _____
No _____

APPLICATION FOR EMPLOYMENT

United States Bankruptcy Court

District of Wyoming

EDUCATION:

8. Mark Highest Level Completed:

Some HS [] Bachelor []
HS/GED [] Master []
Associate [] Doctoral []

9. Last High School or GED School: _____

City/State/Zip: _____

Year Diploma or GED Received: _____

10. Colleges and Universities attended (Do not attach a copy of your transcript unless requested.)

Name: _____

City/State/Zip: _____

Semester Credits Earned: _____ Major(s): _____

Quarter Credits Earned: _____

Degree (if any): _____ Year Received: _____

Name: _____

City/State/Zip: _____

Semester Credits Earned: _____ Major(s): _____

Quarter Credits Earned: _____

Degree (if any): _____ Year Received: _____

(Attach additional sheets if necessary)

APPLICATION FOR EMPLOYMENT

United States Bankruptcy Court

District of Wyoming

11. OTHER QUALIFICATIONS:

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.

12. REFERENCES:

List three people who are not related to you and are not supervisors you listed under item 6 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.

Name of Reference: _____

Address: _____

Phone Number: _____

Name of Reference: _____

Address: _____

Phone Number: _____

Name of Reference: _____

Address: _____

Phone Number: _____

APPLICATION FOR EMPLOYMENT

United States Bankruptcy Court

District of Wyoming

BACKGROUND INFORMATION:

13. Were you ever a Federal civilian employee? **YES [] NO []**

If "YES", for Highest Civilian Grade Give:

Grade/CL: _____ From (mm/yy): _____ To (mm/yy) _____

14. 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 "YES", provide the following information:

Branch: _____ Type of Discharge: _____

From (mm/dd/yy): _____ To (mm/dd/yy): _____

15. During the last 10 years, have you been convicted, imprisoned, on probation, or on parole? (Include felonies firearms or explosives violations, misdemeanors, and all other offenses.) If "YES", use "Attachment C" 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 []**

16. Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer "No".) If "YES", use "Attachment C" 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 []**

17. Are you now under charges for any violation of law? If "YES", use an "Additional Information Sheet" 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 []**

18. During the past 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 "Attachment C" to provide the date, explanation of the problem, reason for leaving, and the employer's name and address. **YES [] NO []**

19. If required, are you available for travel? **YES [] NO []**

20. If required, are you available for relocation? **YES [] NO []**

APPLICATION FOR EMPLOYMENT

United States Bankruptcy Court

District of Wyoming

21. 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 loans.) If "YES", use "Attachment C" 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 []**

22. Do any of your relatives work for the U.S. Bankruptcy court for the District of Wyoming? (Includes father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) If "YES", use "Attachment C" to provide the name and relationship of your relative. **YES [] NO []**

23. Have you ever applied to us before? **YES [] NO []**
If "YES" when? _____

24. On what date will you be available for work? _____

25. Availability:
Full Time _____ Part Time _____ Temporary _____

Voluntary Data Record Survey

[Please Print]

Date: _____
Name: _____

(Applicants and employees are treated equally, without regard to race, color, religion, sex, national origin, age, marital, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, we comply with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record-keeping, reporting, and other legal requirements. These data are for statistical analysis with respect to the success of the organization's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are *not* a part of your Application for Employment or Personnel File.)

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY

Job Title

Check one: Male: _____ Female: _____

Age: ____ Disabled: _____

Check one of the following (ethnic/racial background):

White: _____ Hispanic: _____ Native American/ Alaskan Native: _____

Black: _____ Asian/Pacific Islander: _____ Other: _____

APPLICATION FOR EMPLOYMENT

United States Bankruptcy Court

District of Wyoming

Name: _____

WORK EXPERIENCE

Make as many copies as necessary to describe your work experience.

Job Title (If Federal, include grade or CL):

From (mm/yy): _____ To (mm/yy): _____

Salary: \$ _____ per _____ Hours per Week: _____

Employer's Name: _____

Employer's Address: _____

Supervisor's Name: _____

Phone Number: _____

Reason for Leaving _____

Describe Your Duties and Accomplishments: If you need more room, use a sheet of paper
(include your name on each sheet).

*United States Bankruptcy Court
District of Wyoming*

Name: _____
Question No.: _____

ADDITIONAL INFORMATION SHEET

You may use this sheet to elaborate on any question in this application. Be sure to identify the sheet with your name and question number.