

Submit completed application form to Bowling Green Municipal Court, Probation Department, 711 S. Dunbridge Road, Bowling Green, Ohio 43402 Or email to [doug.cubberley@bgohio.org](mailto:doug.cubberley@bgohio.org). All application materials must be submitted to the Court by 4:30 p.m. on the date of closing.

**ONLY COMPLETED APPLICATION FORMS WILL BE ACCEPTED.**

**Bowling Green Municipal Court - Application for Employment  
The Bowling Green Municipal Court is an Equal Opportunity Employer  
and is a Drug-Free Workplace**

The Municipal Court considers applicants for positions without regard to race, color, religion, creed, gender/sex, national origin, age, disability, marital status, veteran status, military status, sexual orientation, political ideology, genetic information, or any other legally protected status.

Notice to Applicants – As a result of the Ohio Public Records Law, the identity of applicants and application materials cannot be considered confidential. Application materials may be subject to disclosure under Ohio law.

**PLEASE PRINT IN INK OR TYPE**

Title of Position Applying for: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Best time to contact you (Provide time & preferred phone number): \_\_\_\_\_

Have you ever worked under another name? [ ] Yes [ ] No

If yes, what name: \_\_\_\_\_

Are you a U.S. veteran? [ ] Yes [ ] No

Are you currently employed? [ ] Yes [ ] No

Have you ever filed an application with the Municipal Court before? [ ] Yes [ ] No

When: \_\_\_\_\_ For which position: \_\_\_\_\_

Have you previously worked at the Municipal Court? [ ] Yes [ ] No

When: \_\_\_\_\_ Job Title: \_\_\_\_\_

May we contact your current employer? [ ] Yes [ ] No

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? [ ] Yes [ ] No

***(Proof of citizenship or immigration status will be required upon employment)***

Date Available to work: \_\_\_\_\_ Desired salary: \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall:  Yes  No

Can you travel if the job requires it?  Yes  No

**How did you learn about this opening?**

Newspaper Advertisement:  Yes  No

Name of Paper: \_\_\_\_\_

Website:  Yes  No

Name of Website: \_\_\_\_\_

Employment Agency:  Yes  No

Name: \_\_\_\_\_

Relative:  Yes  No

Friend:  Yes  No

City Employee:  Yes  No

Other: \_\_\_\_\_

Do you have any relatives currently employed by the City?  Yes  No

If yes, list names: \_\_\_\_\_

Can you perform the essential functions of the job, as described in the job description, with or without reasonable accommodations?

Yes  No

**EMPLOYMENT EXPERIENCE:** If you require more space, you should attach another sheet of paper to this application. Include military service or any job-related volunteer activities. (**Note:** A résumé may be attached, but it **MAY NOT** be used as a substitute for completing this section.) ***Start with present or most recent employment.***

Employer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Job Title Held: \_\_\_\_\_  
Supervisor's Name and Title: \_\_\_\_\_  
Supervisor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Length of employment: **From:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ **To:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_  
Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_  
Reason for leaving: Resigned with Notice Quit (No Notice) Laid Off Graduated (intern)  
Terminated (reason): \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Description of Duties, Responsibilities, Equipment Operated:

Employer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Job Title Held: \_\_\_\_\_  
Supervisor's Name and Title: \_\_\_\_\_  
Supervisor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Length of employment: **From:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ **To:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_  
Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_  
Reason for leaving: Resigned with Notice Quit (No Notice) Laid Off Graduated (intern)  
Terminated (reason): \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Description of Duties, Responsibilities, Equipment Operated:

Employer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Job Title Held: \_\_\_\_\_  
Supervisor's Name and Title: \_\_\_\_\_  
Supervisor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Length of employment: **From:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ **To:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_  
Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_  
Reason for leaving: Resigned with Notice Quit (No Notice) Laid Off Graduated (intern)  
Terminated (reason): \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Description of Duties, Responsibilities, Equipment Operated:

Employer's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Job Title Held: \_\_\_\_\_  
 Supervisor's Name and Title: \_\_\_\_\_  
 Supervisor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Length of employment: **From:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ **To:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_  
 Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_  
 Reason for leaving: Resigned with Notice Quit (No Notice) Laid Off Graduated (intern)  
 Terminated (reason): \_\_\_\_\_ Other (explain) \_\_\_\_\_  
 Description of Duties, Responsibilities, Equipment Operated:

Employer's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Job Title Held: \_\_\_\_\_  
 Supervisor's Name and Title: \_\_\_\_\_  
 Supervisor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Length of employment: **From:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ **To:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_  
 Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_  
 Reason for leaving: Resigned with Notice Quit (No Notice) Laid Off Graduated (intern)  
 Terminated (reason): \_\_\_\_\_ Other (explain) \_\_\_\_\_  
 Description of Duties, Responsibilities, Equipment Operated:

**SKILLS DATA / INVENTORY:** Check any of the following for which you have training, experience or certification.

Office/Clerical

- Typing WPM \_\_\_\_\_
- Radio Dispatching
- Account Clerk
- Calculator/Adding Machine
- Word Processor (Specify Hardware/Software)
- Mailing Services Equipment

Technical

- Computer Hardware
- Computer Languages
- Computer Software
- Computer Programming
- Graphic Arts

List software you are proficient in below:

_____
_____
_____
_____

Name and Address of High School: \_\_\_\_\_

Number of Years Completed: \_\_\_\_\_ Did you graduate? Yes No  
Did you earn GED? Yes No

Name and Address of Colleges/Universities Attended for **Undergraduate** Program (List Each College/University Separately):

Number of Years Completed: \_\_\_\_\_ Degree Earned: Yes No  
Degree Earned: \_\_\_\_\_ Course of Study: \_\_\_\_\_

Name and Address of Colleges/Universities Attended for **Graduate** Program:

Number of Years Completed: \_\_\_\_\_ Degree Earned: Yes No  
Degree Earned: \_\_\_\_\_ Course of Study: \_\_\_\_\_

Other education/experience you consider significant (Provide name and address of facility, certification received, years completed, major area of study/training):

1. List memberships in professional organizations, associations, honors, certifications, and professional licenses you consider significant.
2. List specialized training or qualifications, not indicated already, that might be relevant to employment:
3. State any additional information you feel may be helpful to us in considering your application:

## REFERENCES

List three persons you have known for at least two years who have knowledge of your work and/or education experience. These individuals should not include friends or current/previous supervisors.

Name	Address	Telephone Number
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_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please Read Carefully Before Signing – Applicant’s Certification and Agreement**

I hereby certify that the information and facts set forth in this application are true, complete without omission to the best of my knowledge. I understand that any falsifications, misrepresentations, omissions of any facts, or incomplete statements in this application or other documents submitted for consideration of employment, such as a résumé, or in any interview, will be cause for denial of employment or immediate termination of employment, if employed, regardless of the timing or circumstances of discovery.

I understand that if I am hired this Application becomes a part of my official employment record. This application supersedes any other applications previously filed with the Bowling Green Municipal Court.

I authorize the Bowling Green Municipal Court to investigate any and all information provided or known. I understand that any falsification or omission of material facts in my application may be sufficient cause for disqualification or termination of employment with the Bowling Green Municipal Court. I hereby authorize any and all schools, employers, references, regulatory boards, courts and any others who have information about me to provide such information to the Bowling Green Municipal Court and/or any of its employees, representatives, agents or vendors. I release any such person, company, institution, or government agency from any liability for any and all damages that may result from providing and/or furnishing such information to the Bowling Green Municipal Court with regard to this application for employment.

I understand that prior to hire the Court conducts background investigations of selected candidates. The background investigation process for non-temporary full-time and non-temporary part-time hires normally includes contacting current employers, previous employers, and references, and anyone else who those sources recommend; Both a criminal records and a driving records check will be performed. I agree to comply with all Court rules, regulations, and policies.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be made by the Bowling Green Municipal Court, such offer whether or not stated, is for employment at will, and that if I accept such offer, my employment may be terminated by either the Bowling Green Municipal Court or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, or statements of the Bowling Green Municipal Court or its employees or representatives used during the hiring process or during my employment may be deemed to be a contract for employment, either actual or implied. I understand that no employee or representative, other than the Judge of the Bowling Green Municipal Court, has the authority to enter into any agreement contrary to the above and that any such agreement if made shall not be binding unless it is established in writing and signed by the Judge of the Bowling Green Municipal Court.

In consideration of the Bowling Green Municipal Court’s review of my application, I agree that any claim or lawsuit arising out of my employment with or application for employment with the Bowling Green Municipal Court must be filed no later than six (6) months after the date of employment action that is subject of the claim or lawsuit. While I understand that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, I agree to be bound by the six (6) month period of limitations set forth herein and I waive any statute of limitations to the contrary. Should a court determine in some future lawsuit that this provision allows an unreasonably short period of time to commence a claim or lawsuit, the court shall enforce this provision so far as possible and shall declare the lawsuit barred unless it was brought within the minimum reasonable time within which the claim or suit should have commenced.

In consideration of employment, if offered, I agree to abide by and adhere fully to all rules, regulations, policies and procedures of the Bowling Green Municipal Court at all times. I further understand that the rules, regulations, policies and procedures may be changed at any time, with or without notice.

**I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE STATEMENTS AND CONDITIONS.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**BOWLING GREEN MUNICIPAL COURT  
REASONABLE ACCOMMODATION REQUEST FORM**

Name: \_\_\_\_\_  
*(Please Print)*                      Last    First    Middle Initial

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

Position Title Applied for or City Program/Service: \_\_\_\_\_  
\_\_\_\_\_

I am either an applicant for the position named above or I am interested in the Court program/service listed above, and may require Reasonable Accommodation. I hereby request that Bowling Green Municipal Court Clerk of Court contact me regarding reasonable accommodation in the application and/or testing process, or the appropriate Court Department contact me regarding reasonable accommodation regarding the program/service I have noted above. I authorize the Bowling Green Municipal Court and/or appropriate Court Department to verify this request.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**PLEASE DESCRIBE BELOW THE ACCOMODATION YOU MAY REQUIRE:**

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

This information shall be used for Affirmative Action (AA) Purposes only  
**EQUAL EMPLOYMENT OPPORTUNITY DATA SHEET**

**TO ALL APPLICANTS:** The BOWLING GREEN MUNICIPAL COURT is an Equal Opportunity/Affirmative Action employer. The City has received Federal and State grants and is therefore required to maintain information, separate from the application form, on individuals who apply for employment. We invite you to provide this information about yourself by completing this form.

**PROVIDING THIS INFORMATION IS STRICTLY VOLUNTARY. IF YOU CHOOSE NOT TO PROVIDE IT, THERE WILL BE NO ADVERSE EFFECT ON YOUR CONSIDERATION FOR EMPLOYMENT.**

(PLEASE PRINT- USE PEN OR TYPE)

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Last Name	First Name	Middle Initial	Date
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**POSITION APPLYING FOR:** \_\_\_\_\_

**INSTRUCTIONS:** Indicate the appropriate response for items A – J (Race and Ethnicity Identifiers are established by the Federal government for EEO Reporting)

**A. Race/Ethnicity**

- White (not Hispanic or Latino)
- Black or African-American (not Hispanic or Latino)
- American Indian or Alaskan Native (not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- Two or more races, (not Hispanic or Latino)
- Hispanic or Latino (A Person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)

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**Ethnicity**

Hispanic or Latino - (A Person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)

**Race**

White (not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American (not Hispanic or Latino) - A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaskan Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

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**B. Gender/Sex**

- Female       Male
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## VETERAN INFORMATION

### C. Veteran of the Vietnam Era Yes No

1. Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred:
  - a. In the Republic of Vietnam between Feb 28, 1961, and May 7, 1975; or
  - b. Between August 5, 1964, and May 7, 1975, in all other cases; or
2. Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed:
  - a. In the Republic of Vietnam between Feb 28, 1961 and May 7, 1975; or
  - b. Between August 5, 1964, and May 7, 1975, in all other cases.

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### D. Other Protected Veteran Yes No

A person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense

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### E. Recently Separated Veteran

1. Any veteran during a one-year period beginning on the date of such veteran's discharge or release from active duty.  
 Yes  No Date of Discharge: \_\_\_\_\_; or,
2. Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U. S. military, ground, naval, or air service.  Yes  No Date of Discharge: \_\_\_\_\_

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### F. Special Disabled Veteran Yes No

1. A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veteran's Affairs for a disability:
  - a. Rated at 30 percent or more; or
  - b. Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or
2. A person who was discharged or released from active duty because of a service-connected disability.

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### G. Disabled Veteran Yes No

1. A veteran of the U. S. Military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans' Affairs, or
2. A person who was discharged or released from active duty because of a service-connected disability.

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### H. Armed Forces Service Medal Veteran Yes No

Any veteran who, while serving on active duty in the U. S. Military, ground, naval, or air service, participated in a United States military operation for which an Armed Service medal was awarded pursuant to Executive Order 12985.

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### I. Other Protected Veteran Yes No

A veteran who served on active-duty in the U. S. military, ground, naval or air service during a war or in a campaign or expedition for which a military badge was authorized, under the laws administered by the Department of Defense

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### J. Method of referral for employment at the Bowling Green Municipal Court (Check One)

- Walk-In  Referral By City Employee
- Referral by Ohio Jobs and Family Service  Job posting at school, which school: \_\_\_\_\_
- Newspaper Advertisement, which newspaper: \_\_\_\_\_
- Web Page, which web page: \_\_\_\_\_
- Referred By Employment Agency, which: \_\_\_\_\_
- Other, explain: \_\_\_\_\_

The Bowling Green Municipal Court is an equal opportunity employer and considers all applicants for employment based on non-discriminatory, job-related factors. You should contact the Bowling Green Municipal Court by phone at (419) 352-5263 or by e-mail at [court@bgohio.org](mailto:court@bgohio.org) for information or assistance in recruitment or employment.