

# Application for Employment

## UNITED STATES PROBATION OFFICE

### SOUTHERN DISTRICT OF ILLINOIS

**Type** or **print** all information. If your application does not provide all information requested, you may lose consideration for a job.

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

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

Position Applying For: \_\_\_\_\_

Announcement Number: \_\_\_\_\_



A part of the United States District Court, the United States Probation Office for the Southern District of Illinois assists the Court in both probation and pretrial functions through investigating and supervising individuals charged with or convicted of Federal crimes. The Probation Office provides coverage for 38 counties in Southern Illinois. In addition to the headquarters office in East St. Louis, a divisional office is located in Benton.





**WORK EXPERIENCE**

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

**A**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**B**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

C

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

D

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**APPLICANT CERTIFICATION**

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 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 \_\_\_\_\_

### GENERAL INFORMATION

- 1. Within the last ten years have you quit a job after being notified 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 the space below to provide the date, an explanation of the problem and reason for leaving, and the employer's name and address. .... YES [ ] NO [ ]
- 2. Have you ever been convicted, been imprisoned, forfeited collateral, been on probation or parole? (Include felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "YES", use the space below 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 [ ]
- 3. Have you been convicted by a military court-martial in the past ten years? (If no military service, answer "NO".) If "YES", use the space below 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 [ ]
- 4. Are you delinquent on any Federal debt? (Include 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 the space below 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 [ ]
- 5. Have you ever applied for a U.S. Probation/Pretrial Services Officer or Officer Assistant position in this district or any other district in the United States? If yes, give names of districts and approximate dates of application. .... YES [ ] NO [ ]
- 6. What is the minimum rate of pay you would accept? \_\_\_\_\_

**CONTINUATION SPACE** Attach additional sheets if necessary to explain any of the above responses. Be sure to identify attached sheets with your name and Social Security Number.

**May we ask your present employer about your character, qualifications, and work record? A "NO" will not affect our review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first.** .... YES [ ] NO [ ]

**APPLICANT CERTIFICATION:** 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 firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. I understand employment is at will and is subject to termination by the Court.

SIGNATURE

DATE SIGNED

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**United States Probation Office**  
**Southern District of Illinois**  
**EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE**

This information is being solicited pursuant to Public Law 93-579, the Privacy Act of 1974, from individuals completing federal records and forms requesting personal information. Complete this form and submit it with your application. The form will be separated from your application and kept confidential. The information is being gathered to evaluate the effectiveness of the recruitment process. It will be used only for statistical and analytical purposes.

**NAME:** \_\_\_\_\_ **SOCIAL SECURITY #:** \_\_\_\_\_

**POSITION APPLIED FOR (INCLUDE ANNOUNCEMENT NO., IF APPLICABLE):**

\_\_\_\_\_

**HOW DID YOU LEARN ABOUT THIS VACANCY? (SELECT ONE)**

Newspaper, professional publication or other published source (specify): \_\_\_\_\_

Internet: \_\_\_\_\_ Referred by current employee of U.S. Probation: \_\_\_\_\_

Referred by another U.S. Probation Office (Please specify): \_\_\_\_\_

Career Day or College/University Placement Office (Please specify): \_\_\_\_\_

Other means (Please specify): \_\_\_\_\_

**SEX**

Male \_\_\_\_\_ Female \_\_\_\_\_

**AGE**

Under 21 \_\_\_\_\_ 21-30 \_\_\_\_\_ 31-40 \_\_\_\_\_ 41-50 \_\_\_\_\_ 51-60 \_\_\_\_\_ Over 60 \_\_\_\_\_

**DISABILITY**

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**RACE/ETHNICITY**

White: \_\_\_\_\_ Black/African-American: \_\_\_\_\_ Hispanic/Latino: \_\_\_\_\_

Native American/American Indian or Alaskan Native: \_\_\_\_\_ Asian: \_\_\_\_\_

Native Hawaiian/Pacific Islander: \_\_\_\_\_ Other: \_\_\_\_\_

**THE INFORMATION ABOVE IS ACCURATE TO THE BEST OF MY KNOWLEDGE:**

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

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