

Okanogan County District Court
SUPPLEMENTAL QUESTIONNAIRE

Name: _____ Date: _____

Length of Time at Residence: _____ Length of Time in Okanogan County: _____

Are you eligible for employment in the United States: () Yes () No

PLEASE COMPLETE THE FOLLOWING INFORMATION AND ATTACH TO YOUR APPLICATION FOR EMPLOYMENT:

A. Briefly complete the following information for each of the employers you have listed on your Application for Employment:

Employer 1: (current or most recent): _____

Decision Making: Please explain the independent decisions you are required to make while performing the regular duties of this job: _____

Confidentiality: Please explain any situations/conditions where you are required to maintain confidentiality while performing the regular duties of this job: _____

Employer 2: (previous position held): _____

Decision Making: Please explain the independent decisions you are required to make while performing the regular duties of this job: _____

Confidentiality: Please explain any situations/conditions where you are required to maintain confidentiality while performing the regular duties of this job: _____

Employer 3: (previous position held): _____

Decision Making: Please explain the independent decisions you are required to make while performing the regular duties of this job: _____

Confidentiality: Please explain any situations/conditions where you are required to maintain confidentiality while performing the regular duties of this job: _____

Employer 4: (previous position held): _____

Decision Making: Please explain the independent decisions you are required to make while performing the regular duties of this job: _____

Confidentiality: Please explain any situations/conditions where you are required to maintain confidentiality while performing the regular duties of this job: _____

B. Briefly describe your office skills and any equipment you can operate: _____

C. Briefly describe your experience with Windows 7, Microsoft Office 2013 including Word, Excel, and any other software: _____

D. Briefly describe any experience you have in the courts or judicial system area that would make you a good candidate for this position: _____

E. Briefly describe any other qualifications, qualities or skills that would make you a good candidate for this position, including foreign languages: _____

F. What are your reasons for seeking employment and why should you be considered? _____

G. What career goals have you set for yourself over the next five years? _____

H. You will have occasion to deal with individuals in very stressful situations that may be extremely upset, agitated and/or very unwilling to cooperate. What experience do you have in dealing with these situations and how would you handle these people? _____

- I. You may have regular occasion where you are required to handle a heavy workload, perform under short deadline demands and do more than two things at one time. What experience do you have in working under these conditions and how does this reflect on your quality of work, work habits, personality, etc.? _____

- J. Have you had any previous experience in working with individuals of diverse ethnic backgrounds, lifestyles/economic standards or ages? Do you speak any foreign languages or possess any special skills? _____

- K. Have you ever been convicted of a crime? _____
- L. Have you ever been involved in a court action in Okanogan County? _____
- M. Do you have any friends, relatives or roommates who are presently employed with Okanogan County? () Yes () No If yes, please state his/her name and relationship: _____
- N. Do you have any questions or concerns or comments regarding employment in this position? _____

I hereby authorize Okanogan County to contact any sources to verify and obtain information in assessing my qualifications, character, suitability and competence to include but not limited to past/present employers and references unless otherwise specified. I certify that there are no misrepresentations or falsifications on my application for employment or any supporting or attached documents and am aware any misstatements may cause rejection of my application, disqualification from competing for, or discharge from any employment with this agency.

Dated: _____ Signature: _____