

COMMONWEALTH OF MASSACHUSETTS  
THE SUPREME JUDICIAL COURT

Application for Employment

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED (except where optional) in order to be considered an applicant for employment or promotion. Please type or print legibly all information: a resume or additional information you feel might favorably affect consideration of your application may be attached. Use page 3 of this application for additional space needed to complete an answer to any question asked below. For a listing of employment opportunities in the Supreme Judicial Court visit our website at <https://www.mass.gov/service-details/supreme-judicial-court-jobs-and-internships>

Name			Home Telephone number	Email Address (Optional)
(Last)	(First)	(MI)		

Home Address	(City)	(State)	(Zip Code)
(No.) (Street)			

Position Desired	Are you 18 yrs of age or older? YES <input type="checkbox"/> NO <input type="checkbox"/>	Date Available:
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Do you have any relatives, by blood or marriage, employed within the Massachusetts Judiciary? YES  NO   
If YES, please include their name(s), position title(s), work location, and relationship to you.

Do you now hold or are you presently a candidate for and Federal, State, County or Municipal elective office? YES  NO   
If YES, explain:

*NOTE: Supreme Judicial Court policies may require an employee who becomes a candidate for, or holds elective office to request a leave of absence.*

Are you now, or have you previously been, employed by the Commonwealth of Massachusetts? YES  NO   
If YES, please give name of Agency(s), position title(s) and dates of employment:

Immediate Family Working in Massachusetts State Government  
Per Chapter 93 of the Acts of 2011, please disclose any immediate family members, including those related to your immediate family by marriage, who are employed by the Commonwealth of Massachusetts. You are required to complete the information below. "Immediate family" is defined as a spouse, child, parent and sibling or spouse of candidate's parent, child or sibling. Include those employed in all branches of state government: judicial, legislative, executive, higher education and state authorities; and those employed as regular or contract employees, or elected officials. Attach additional pages if needed.

Name of Relative	Relationship	Title of Relative's Job	State Agency

How were you referred to the court? SJC website  Other website  Newspaper  Current Employee   
Employment Service  School  Job Posting within Courthouse  Other: please specify: \_\_\_\_\_

Have you ever been fired by a prior employer? YES  NO  If YES, explain:

Providing the following information is optional. The information will be used for internal fair employment purposes only.  
Please place a mark beside the applicable statements listed below:

- Race: Black  Hispanic  Asian/Pacific Islander  Cape Verdean  American Indian/Alaskan Native  White
- Sex: Male  Female
- Are you a Veteran of United States Armed Forces? YES  NO

**EMPLOYMENT RECORD (MUST BE COMPLETED):** List the most recent position first. Account for all periods of time. You may include below any verified work performed on a volunteer basis; use page 3 of this application, or attach paper, if additional space is needed.

Name of Firm or Institution	Address		Telephone Number
	(Street)	(City) (State)	
Dates Employed	Position		May we contact this employer?
Describe your duties:			
Reason for leaving:			
Supervisor:		Title:	

Name of Firm or Institution	Address		Telephone Number
	(Street)	(City) (State)	
Dates Employed	Position		May we contact this employer?
Describe your duties:			
Reason for leaving:			
Supervisor:		Title:	

Name of Firm or Institution	Address		Telephone Number
	(Street)	(City) (State)	
Dates Employed	Position		May we contact this employer?
Describe your duties:			
Reason for leaving:			
Supervisor:		Title:	

<b>EDUCATION</b>			
<b>High School/Vocation School</b>			
Name of School		Address of School	
Dates attended		Course of Study	
<b>College</b>			
Name of School		Address of School	
Dates attended		Course of Study	Did you graduate? If yes, degree obtained:

<b>EDUCATION (continued)</b>		
<b>Graduate School/Additional Education</b>		
Name of School		Address of School
Dates attended	Course of Study	Did you graduate? If yes, degree obtained:
<b>Additional training or skills (Languages, Programming, Secretarial, Trade licenses, Certifications, etc.):</b>		

Use the space below to complete any answers to a question asked above and to include any additional information you feel might favorably affect consideration of your application.

I understand that any misrepresentation on this application may be reason for immediate dismissal, and that permanent employment depends on satisfactory replies from references, a favorable report on my medical examination where required, a criminal record check and successful completion of a probationary period of employment. I also understand that any offer of employment or appointment and any conditions thereto are contingent and become final only upon written approval of the Chief Justice of the Supreme Judicial Court. I also understand that I may be subject to transfer in accordance with the provisions of the General Laws. I further understand that pursuant to the provisions of the Immigration Reform and Control Act of 1986 I will be required to complete an Employment Eligibility Verification form (I-9) and submit specific document(s) that establish my identity and employment eligibility after an offer of employment is made.

Date \_\_\_\_\_ Signature \_\_\_\_\_

*Pursuant to St. 1978, c. 478, sec. 328, no person who is not a resident of the Commonwealth shall serve as a officer in or an employee of the Judicial Branch; provided, however, that this provision shall not apply to those persons serving as officers in or employees of the Judicial Branch prior to the effective date of this section.*

*The policy of the Judiciary prohibits discrimination on the basis of age, race, religion, color, national origin, sex, sexual orientation, marital status, Vietnam Era veteran status, or disability. The Judiciary is also committed to employment practices which comply with the Americans with Disabilities Act.*

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.*

## Addendum to Supreme Judicial Court Application for Employment References

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

**REFERENCES** (include three)

Pursuant to G.L. c. 66, sec. 3A, inserted by St. 2011, c. 93, sec. 1, recommendations for employment submitted in support of candidates applying for employment by the commonwealth, or any political subdivision of the commonwealth, shall not be considered by a hiring authority until the applicant has met all other qualifications and requirements for the position to be filled; provided, however, that a hiring authority may, in accordance with said agency's regular practice for conducting reference checks, contact and speak with a reference provided to it by a candidate for employment, or contact and speak with any person who has submitted a written recommendation on behalf of a candidate for employment with said agency.

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