

**APPLICATION FOR SELECTION FOR THE CLERK OF THE COURT, MARICOPA
COUNTY SUPERIOR COURT**

APPLICATION INSTRUCTIONS

1. **This application is a public record. As such, all information except that specifically denoted herein as confidential (Section II) is available for public inspection and may be posted on the Governor's website.**
2. Do not include these instructions or the Vacancy Announcement with the completed application form.
3. Completely answer all questions. If a question does not apply, write "Not applicable" in the space provided. If information is not available, write "Not available" and state the reason(s) the information is not available. Sign the Waiver Of Confidentiality and Release of Information Sheet.
4. Make 2 double-sided copies of the application and all attachments. For these 2 copies, copy all materials on both sides of the page.

All of the copies should be bound with a rubber band or clip. **They should not be bound in any other way, should not be submitted in notebooks, should not have covers attached, and should not contain tabs.** Sections or attachments may be identified with separator sheets.

5. Submit the application with the original signature, plus the 2 double-sided copies by 5:00 p.m. on January 19, 2018, to:

Arizona Governor Doug Ducey
Office of Boards and Commissions
Attn: Emily Rajakovich
1700 W. Washington
Phoenix, AZ 85007

The Governor's Office cannot be responsible for applications not received; if the U.S. mail is used, applications should be sent by registered or certified mail, return receipt requested. If you would like acknowledgment of receipt of the application, enclose a self-addressed, stamped envelope.

6. The deadline for applications is stated in the Vacancy Announcement and at the top of the application form. Applications should be submitted by the stated deadline.

INSTRUCTIONS FOR LETTERS OF REFERENCE AND TELEPHONE CALLS

The Governor welcomes and finds written references of applicants' skills, expertise, ethics and any other characteristics relevant to an individual's potential to serve as the Clerk of the Court. Due to the volume of correspondence received in the Governor's Office, a website has been set up to ensure that letters of reference and support are directed appropriately. The website is: www.azgovernor.gov/courtclerk

Many applicants solicit letters of reference supporting their efforts to serve as Clerk of the Court. However, applicants are advised that "more" is not necessarily "better." Generally, ten to twelve substantive letters of reference are adequate to provide an insight into what others think about the applicant.

**APPLICATION FOR NOMINATION TO CLERK
OF THE COURT, MARICOPA COUNTY
SUPERIOR COURT**

This original application, 2 double-sided copies must be filed with the Governor’s Office of Boards and Commissions, Attn: Emily Rajakovich, 1700 W. Washington, Suite 250, Phoenix, AZ, 85007, no later than 5:00 p.m. on January 19, 2018. Read the application instructions thoroughly before completing this application form. The fact that you have applied is not confidential. In addition, responses to Section I of this application are made available to the public and the information provided may be verified. The names of applicants and interviewees are made public.

**SECTION I: PUBLIC INFORMATION
(QUESTIONS 1 THROUGH 52)**

PERSONAL INFORMATION

- 1. Full Name:

- 2. Have you ever used or been known by any other legal name?
If so, state name:

- 3. Office Address:

- 4. Are you currently a resident of Arizona?
If so, for how long:

- 5. Are you currently a resident of Maricopa County?
If so, for how long:

- 6. Age:

7. List your present and former political party registrations and approximate dates of each:

8. Gender: _____ Race/Ethnicity: White
 Hispanic or Latino (of any race)
 Black or African American
 American Indian or Alaska Native
 Asian
 Native Hawaiian/Pacific Islander
 Other:

EDUCATIONAL BACKGROUND

9. List names and locations of schools attended (post-secondary and advanced degrees), dates attended and degrees.
10. List major and minor fields of study and extracurricular activities.
11. List scholarships, awards, honors, citations and any other factors (e.g., employment) you consider relevant to your performance at these institutions.

PROFESSIONAL BACKGROUND AND EXPERIENCE

12. List all courts of which you have been an employee with dates of employment. Give the same information for any other administrative bodies.

13. Please describe any budgetary experience that might be applicable to the Clerk of the Court.

14. Please describe all relevant experience with record keeping and preservation of documents that might be applicable to the Clerk of the Court.

15. Indicate your employment history since completing your formal education. List your current position first. If you have not been employed continuously since completing your formal education, describe what you did during any periods of unemployment or other professional inactivity in excess of three months. Do not attach a resume.

Position	Employer	Dates	Location

16. Have you held any positions where you have served regularly in a fiduciary capacity? If so, give details.

17. Describe any additional professional experience or training you would like to bring to the Governor's attention.

BUSINESS AND FINANCIAL INFORMATION

18. Have you ever been engaged in any occupation, business or profession other than those already disclosed in this application? If so, give details, including dates.

19. Are you now an officer, director or majority stockholder, or otherwise engaged in the management, of any business enterprise? If so, give details, including the name of the enterprise, the nature of the business, the title or other description of your position, the nature of your duties and the term of your service.

20. Is it your intention to resign such positions and withdraw from any participation in the management of any such enterprises appointed? If not, give reasons.

21. Have you filed your state or federal income tax returns for all years you were legally required to file them? If not, explain.

22. Have you paid all state, federal and local taxes when due? If not, explain.

23. Are there currently, or have there ever been, any judgments or tax liens outstanding against you? If so, explain.

24. Have you ever been or are you currently a party to any bankruptcy proceedings? If so, explain.

25. Have you ever violated a court order including but not limited to an order for payment of child or spousal support? If so, explain.

26. Have you ever been a party to a lawsuit, excluding divorce? If so, indicate nature of lawsuit, whether you were a plaintiff or defendant, disposition of case and location of lawsuit.

27. Do you have any financial interests, investments or retainers that might conflict with the performance of your Clerk of the Court duties? If so, explain.

CONDUCT AND ETHICS

28. Have you ever been expelled, terminated, or suspended from employment, or any school or course of learning on account of plagiarism, cheating or any other "cause" that might reflect in any way on your integrity? If so, give details.
29. Are you currently charged with or have you ever been arrested for or convicted of any felony, misdemeanor, including minor traffic offenses in the last five years, or violation of the Uniform Code of Military Justice? If so, give details.
30. If you performed military service, please indicate the date and type of discharge. If other than honorable discharge, explain.
31. List and describe any litigation involving an allegation of fraud in which you were or are a defendant.
32. List and describe any sanctions imposed upon you by any court for violation of any rule or procedure, or for any other professional impropriety.
33. To your knowledge, has any formal charge of professional misconduct ever been filed against you in or by any disciplinary body in any jurisdiction? If so, when? How was it resolved?

34. Have you ever unlawfully used controlled substances, narcotic drugs or dangerous drugs as defined by Federal and State laws?
If your answer is "Yes," explain in detail. (Unlawful use includes the use of one or more drugs and/or the unlawful possession or distribution of drugs. It does not include the use of drugs taken under supervision of a licensed health care professional or other uses authorized by Federal law provisions.
35. In the past year, have you ever been reprimanded, demoted, disciplined, placed on probation, suspended, cautioned or terminated by an employer as a result of your alleged consumption of alcohol, prescription drugs or illegal use of drugs? If so, state the circumstances under which such action was taken, the name(s) of any persons who took such action, and the background and resolution of such action.
36. Within the last five years, have you ever been formally reprimanded, demoted, disciplined, cautioned, placed on probation, suspended or terminated by an employer?
If so, state the circumstances under which such action was taken, the date(s) such action was taken, the name(s) of any persons who took such action, and the back ground and resolution of such action.
37. Have any of your current or former co-workers, subordinates, supervisors, customers or clients ever filed a complaint or accusation of misconduct against you with any regulatory or investigatory agency, or with your employer?
If so, state the date(s) of such accusation(s), the specific accusation(s) made, and the background and resolution of such action(s).

38. Have you ever refused to submit to a test to determine whether you had consumed and/or were under the influence of alcohol or drugs?
If so, state the date you were requested to submit to such a test, type of test requested, the name of the entity requesting that you submit to the test, the outcome of your refusal and the reason why you refused to submit to such a test.
39. Within the last five years, have you failed to meet any deadline imposed by a court order or received notice that you have not complied with the substantive requirements of any business or contractual arrangement? If so, explain in full.
40. Have you ever been a party to litigation alleging that you failed to comply with the substantive requirements of any business or contractual arrangement, including but not limited to bankruptcy proceedings?
If so, explain in full.

PROFESSIONAL AND PUBLIC SERVICE

41. List memberships and activities in professional organizations, including offices held and dates.
42. Describe the nature and dates of any community or public service you have performed that you consider relevant.
43. List any professional or civic honors, prizes, awards or other forms of recognition you have received.

44. List any elected or appointed offices you have held and/or for which you have been a candidate, and the dates.

45. Have you been registered to vote for the last 10 years?

46. Have you voted in all general elections held during those years?
If not, explain.

47. Describe any interests that you would like to bring to the Governor's attention.

HEALTH

48. Are you physically and mentally able to perform the essential duties of the Maricopa County Clerk of the Court?

ADDITIONAL INFORMATION

49. Provide any additional information relative to your application or qualifications you would like to bring to the Governor's attention at this time.

50. If you were appointed by the Governor to serve, are you aware of any reason why you would be unable or unwilling to serve a full term? If so, explain.

51. Attach a brief statement explaining why you are seeking this position.

**-- INSERT PAGE BREAK HERE TO START SECTION II
(CONFIDENTIAL INFORMATION) ON NEW PAGE --**

**SECTION II: CONFIDENTIAL INFORMATION
(QUESTIONS 53 THROUGH 67)**

PERSONAL INFORMATION

- 53. Home Address:
- 54. E-mail Address:
- 55. Office Telephone:
- 56. Home Telephone:
- 57. Cell Phone Number:
- 58. FAX Number:
- 59. Date of Birth:
- 60. Place of Birth:
- 61. Social Security Number:
- 62. Any Professional License Number (i.e. State Bar, CPA, etc):
- 63. Driver's License Number:

64. If your parents, siblings, spouse or children are employed or engaged in any business or profession, state their names and the name and address of their employer or the business in which they are engaged.

REFERENCES

65. List the names, addresses, telephone numbers and e-mail addresses of three references that are familiar with your professional activities and would enthusiastically recommend you as qualified to serve as the Clerk of Court.
66. List the names, addresses, telephone numbers and e-mail addresses of three persons with whom you have had contact outside your professional activities, who would enthusiastically recommend you as qualified to serve as the Clerk of Court.
67. List the names, addresses, telephone numbers and e-mail addresses of three references who are or were fellow participants in community organizations or activities and who would comment on your participation.

-- INSERT PAGE BREAK AFTER ALL CONFIDENTIAL CONTENTS, TO START REMAINDER OF APPLICATION (INCLUDING ATTACHMENTS) ON NEW PAGE –

WAIVER OF CONFIDENTIALITY AND RELEASE OF INFORMATION

I _____ hereby authorize all references, employers, credit reporting agencies, business and professional associations, and all government agencies to release to the Governor any information requested by the Governor in connection with the processing of my request for consideration as a candidate for Clerk of Court, Maricopa County Superior Court. I understand that the fact that I have applied and all responses provided in Section I of the application are not confidential and the information provided may be verified and is subject to public disclosure.

Upon submission of this application to the Governor, I expressly consent to the release of my name and the contents of Section I of this application to the public. Furthermore, I waive the benefits of any statute, rule, or regulation prescribing confidentiality of records or information that is disclosed in Section I.

All of the statements made in this application are true and correct to the best of my knowledge, and submission expresses my willingness to accept appointment to Clerk of Court, Maricopa County Superior Court, for which I have applied, should I be selected by the Governor of the State of Arizona.

(Signature)

(Date)

PLEASE REVIEW CAREFULLY BEFORE SIGNING AUTHORIZATION

The Office of the Governor of the State of Arizona ("the Office") may obtain background information about you for employment purposes or other purposes permitted by law from a third-party consumer reporting agency. Thus, by signing below, you agree that you may be the subject of a "consumer report" which may contain information regarding your credit history, criminal history, social security verification, motor vehicle records, verification of your education or employment history, or other background checks. Credit history may be requested if such information is relevant to the duties and responsibilities of the position for which you are applying. The scope of this notice and authorization allows the Office to obtain from any outside organization all manner of consumer reports now and throughout the course of your employment or other relationship with the Office, if applicable, to the extent permitted by law.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of this FCRA DISCLOSURE AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION and certify that I have read and understand it. I hereby authorize the obtaining of "consumer reports" by the Office at any time after receipt of this authorization and throughout my employment or other relationship, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by an outside organization acting on behalf of the Office, and/or the Office itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Last Name _____ First _____ Middle _____

Signature _____ Date _____

Contact Phone Number _____ Email _____