

**PLEASE TYPE OR NEATLY PRINT IN INK**

1. Position applied for: Probation Fellowship Program Date: \_\_\_\_\_
2. Where did you learn about the program? \_\_\_\_\_
3. Name: \_\_\_\_\_  
(First) (Middle) (Last)
4. Have you ever changed your name? [ ] Yes [ ] No If yes, provide any other name you have used:  
\_\_\_\_\_  
(First) (Middle) (Last)
5. Current Address: \_\_\_\_\_  
(Number/Street) (City) (State) (Zip Code)
6. Former Residence: List all addresses during the past 5 years, beginning with current address
- | Dates | Number/Street | City  | State | Zip Code |
|-------|---------------|-------|-------|----------|
| _____ | _____         | _____ | _____ | _____    |
| _____ | _____         | _____ | _____ | _____    |
| _____ | _____         | _____ | _____ | _____    |
| _____ | _____         | _____ | _____ | _____    |
7. E-Mail Address: \_\_\_\_\_
8. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
9. Telephone No. ( ) \_\_\_\_\_ (Home) 10. Telephone No. ( ) \_\_\_\_\_ (Other)
11. Do you have a valid Driver's License? ? [ ] Yes [ ] No  
Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_
12. Military Service:  
Branch: \_\_\_\_\_  
Describe your military duties: \_\_\_\_\_  
\_\_\_\_\_

13. Educational History: Official proof of education will be required upon acceptance in to the program.

College or University

Name of School

Degree

---

---

14. Field of Study (Major and/Minor).

---

---

15. Official G.P.A at time of graduation: \_\_\_\_\_

16. Internship Experience (Y/N) if yes, please explain: \_\_\_\_\_

---

---

---

17. Volunteer History: Begin with current or most recent:

1. From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Company/Address: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

2. From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Company/Address: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

3. From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Company/Address: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

4. From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Company/Address: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Name of Supervisor and Contact number: \_\_\_\_\_

**NOTE: If additional space is needed, use reverse side**

Other Training/Education: If you have received training, other than in an academic setting already listed above, that is relevant to the position you applied for, list this information in the area below. Be sure to include the type of training, subjects covered in the training, the organization that provided the training, the length of the training and any certification obtained as a result of the other training or education.

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

17. Criminal Record: Have you ever been convicted of a criminal offense (*Do not list any record that is sealed or expunged.*)? [ ] Yes [ ] No

If yes, give type(s), date(s) and disposition(s) \_\_\_\_\_

\_\_\_\_\_

18. Employment History: Begin with current or most recent position:

1. From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Company/Address \_\_\_\_\_

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

Name of Supervisor: \_\_\_\_\_

Your duties: \_\_\_\_\_

\_\_\_\_\_

Contact telephone number for Employer/Supervisor: (\_\_\_\_) \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Company/Address \_\_\_\_\_

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

Name of Supervisor: \_\_\_\_\_

Your duties: \_\_\_\_\_

\_\_\_\_\_

Contact telephone number for Employer/Supervisor: (\_\_\_\_) \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Company/Address \_\_\_\_\_

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

Name of Supervisor: \_\_\_\_\_

Your duties: \_\_\_\_\_

\_\_\_\_\_

Contact telephone number for Employer/Supervisor: (\_\_\_\_) \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

4. From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Company/Address \_\_\_\_\_

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

Name of Supervisor: \_\_\_\_\_

Your duties: \_\_\_\_\_

\_\_\_\_\_

Contact telephone number for Employer/Supervisor: (\_\_\_\_) \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**NOTE: If additional space is needed, use reverse side**

**READ THE FOLLOWING STATEMENT CAREFULLY**

By my signature below, I affirm that the statements made in this application are complete and accurate. I understand that any false or misleading statement on this application, or in any other document I submitted to the court relating to my potential employment with the Toledo Municipal Court, may result in my dismissal, if I am hired, subject me to criminal prosecution, or both.

I authorize the Toledo Municipal Court to verify the information in this application, including conducting an investigation of my personal or employment history (including contacting former employers and supervisors), education, criminal and traffic records, or credit history through any investigative agencies of its choice. I hereby waive all provisions of law forbidding schools or colleges that I attended, or any past employers from disclosing any knowledge or information relevant to my employment and hereby consent that they may disclose such knowledge or information to this court.

---

Signature of Applicant

---

Date of Signature

TOLEDO MUNICIPAL COURT IS AN EQUAL OPPORTUNITY EMPLOYER

**TOLEDO MUNICIPAL COURT  
JUDGES' DIVISION  
555 North Erie Street  
Toledo, Ohio 43604**

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_(PRINT), hereby authorize the Toledo Municipal Court to conduct a background investigation, which includes all statements contained in my employment application, and my personal, employment, medical, criminal, credit/financial history and other related matters as may be necessary for the Toledo Municipal Court to determine my ability and qualifications for the job position I have applied for. I authorize any of my former employers or references listed to furnish their records of my services, reasons for my leaving their employ, and all other information they may have concerning me, whether or not on record, including inquiry into my financial/credit history. I hereby release any of my former employers, their agents, personal references, educational institutions, law enforcement agencies, any state and federal bureau, and any credit reporting agencies from all liability for any damage whatsoever in responding accurately to inquiries and furnishing said information during this background investigation.

I further authorize the Toledo Municipal Court to supply my employment record, in whole or in part, to any prospective employer, government agency, or other party with a legal and proper interest. I release the Toledo Municipal Court and those parties from any and all liability and any damage that may result from furnishing the requested information or any of my personal records.

I hereby certify that all of the information supplied by me on my application for employment is true, and if employed, it is relied upon as a continuing condition of employment. I agree and understand that falsified statement(s) on my application shall be grounds for dismissal.

\_\_\_\_\_  
Print name exactly as it appears  
on your Driver's License

\_\_\_\_\_  
Driver's License No./State Issued

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature

# LETTER OF SUPPORT

## TOLEDO MUNICIPAL COURT PROBATION OFFICER FELLOWSHIP PROGRAM

**Fellowship Candidate:** \_\_\_\_\_

**This letter of support is to be completed by an individual who has a professional relationship with the applicant, (i.e. professor, career advisor, supervisor, volunteer supervisor etc.). This letter should not be completed by a family member, classmate, or other individual having a personal relationship with the applicant.**

**NAME OF INDIVIDUAL COMPLETING LETTER:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**RELATIONSHIP TO APPLICANT:** \_\_\_\_\_

**HOW LONG HAVE YOU KNOWN THE APPLICANT:** \_\_\_\_\_

Probation Officers hold an important role in guiding and motivating offenders. Probation officers must have strong interviewing skills, organizational proficiency, skills in verbal and written communication, initiative, strong interpersonal communication skills, and be able to work with the public in a professional manner. Probation work includes formulating rehabilitation plans and recommendations, and then keeping the offender motivated to comply with court orders. It also includes being able to identify and implement options to remedy non-compliant behavior.

This pilot program is a one to two year fellowship for new graduates of criminal justice, social work, psychology and related fields. Selected fellows would serve a minimum of one year. The goal of the fellowship program is to provide a quality pipeline of talent for those entering public service with the Toledo Municipal Court Probation Department. This program also furthers the Court's commitment to supporting graduates with interests in serving the public and working with offenders. It is designed to cultivate talent for a probation officer work force of agile learners who are engaged, well trained in evidence based practices, and capable of handling a challenging and fast paced workload.

Please describe in a letter of support why the applicant should be considered for the Toledo Municipal Court Pilot Fellowship Program. Tell us about the applicant's work experience, volunteer experience, knowledge, skills, abilities, personal characteristics, or any other information that demonstrates the candidate's qualification for selection.

**NOTE: This information should be provided on a separate page.**