

# St. Johns County Clerk of the Circuit Court and Comptroller Adult Teen Court Volunteer Application

**A separate application must be submitted for each job you apply for. Copies are acceptable.**



Equal Opportunity Employer  
Veterans Preference Employer

Where to find Vacancy Information:

- ♦ On the Internet at:  
<https://stjohnsclerk.com/>
- ♦ St. Johns County Clerk of Circuit Court & Comptroller 4010 Lewis Speedway  
St. Augustine, Florida 32084

**Application is valid for 45 days**

### POSITION APPLIED FOR (MUST BE COMPLETED)

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Date You Are Available for Employment: \_\_\_\_\_

Where did you learn of this vacancy? \_\_\_\_\_

### INSTRUCTIONS

- ♦ Complete this application in its entirety. Type or print in black or blue ink.  
**(Note: A separate application must be submitted for each vacancy. Photocopies are acceptable.)**
- ♦ Submit your application in person to:  
ST. JOHNS COUNTY CLERK OF THE CIRCUIT COURT & COMPTROLLER
- ♦ Submit your application by email to:  
[cochumanresources@stjohnsclerk.com](mailto:cochumanresources@stjohnsclerk.com)
- ♦ Submit your application by facsimile to: (904) 819-3665
- ♦ Sign your name in the Certification Section on page 4. All information you submit is subject to verification.
- ♦ Notify Human Resources at (904) 819-3605 directly and in advance if, due to a disability, you require special accommodations to participate further in the employment process.

### HOW DO WE CONTACT YOU?

First/Last Name \_\_\_\_\_

Your Home Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Your Mailing Address (if different from above) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work, Business, or Cell Phone \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### EDUCATION — Indicate Highest Grade Completed.

**Grade School** (1 - 8)    
  **High School** (9 - 12)    
  **GED**    
  **College** (1 - 4)    
  **Graduate School** (1 - 4)

### HIGH SCHOOL

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

Received:     Diploma     Certificate of Completion     GED     None, highest grade completed: \_\_\_\_\_

Your name, if different while attending school: \_\_\_\_\_

### COLLEGE, UNIVERSITY, OR PROFESSIONAL SCHOOL: (TRANSCRIPTS MAY BE REQUIRED)

Name of School	Location	Dates of Attendance (Month/Year)		# of Credit Hours Earned		Major/Minor Course of Study	Type of Degree Earned
		From	To	QTR	SEM		

Your name, if different while attending school: \_\_\_\_\_

FIRST/LAST NAME

OTHER TRAINING OR COURSE WORK: (VOCATIONAL, TRADE, GOVERNMENTAL, BUSINESS, ARMED FORCES, ETC.)							
Name of School	Location	Dates of Attendance (Month/Year)		Credit Hours Earned		Major/Minor Course of Study	Type of Degree/Certificate earned
		From	To	QTR	SEM		

Your name, if different while attending training: \_\_\_\_\_

AGENCY-WIDE QUESTIONS
1. What is your place of employment and job title (if applicable)?
2. What interests you in Teen Court?
3. What qualities or experience do you have that would make you a good Teen Court volunteer?
4. What do you hope to gain from volunteering with Teen Court?
5. Teen Court is held on the 1st and 3rd Wednesdays of each month. What is your availability?
6. Have you ever been convicted of a felony or first-degree misdemeanor? If so, please provide details.
7. Do you currently have any pending court proceedings in this court or any other jurisdiction? If so, please provide details.
8. I consent to completing a background screening before being accepted into the volunteer program. <p style="text-align: center;">Yes      No</p>
9. Please provide an emergency contact name and number.

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

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