

# **MONTGOMERY COUNTY DOMESTIC RELATIONS COURT APPLICATION PROCEDURES**

1. Applications must be filled out **completely** in **black ink or typewritten**. Currently the application is in print only format. Be sure to include your signature and today's date on the back page. Incomplete applications with signatures, dates and other information missing will not be considered.
2. Resumes must be submitted with completed application.
3. This office accepts applications for employment Monday through Friday between the hours of **8:30 a.m. and 4:30 p.m.**
4. Interviews **are not** given at the time of the application. All applications are reviewed and candidates are then contacted by letter or telephone within four (4) to six (6) weeks.

## **How to Apply:**

1. Read and sign the HR Profile Employment Screening Disclosure
2. Complete the Pre-Employment Profile form
3. Complete the application form

## **Mail or bring in person all of the above forms to:**

Vicky Brady  
Montgomery County Domestic Relations Court  
301 W. Third Street 2<sup>nd</sup> Floor  
Dayton, OH 45422

**Or you may fax the information to Vicky Brady at 937-496-7443**

**THANK YOU FOR APPLYING FOR EMPLOYMENT WITH THE  
MONTGOMERY COUNTY DOMESTIC RELATIONS COURT.**

**AN EQUAL OPPORTUNITY EMPLOYER**