

# APPLICATION FOR EMPLOYMENT

*County of Knox, Indiana an Equal Opportunity Employer*

The County of Knox, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services.

Please fill out responses to all questions on the application form. *Any application not completed in its entirety will be disqualified.*

Position Sought: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Former Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Are you at least 18 years of age?  yes  no

Are you interested in:  Full-time  Part-time  Temporary

Date available to start work: \_\_\_\_\_

## **EMPLOYMENT HISTORY AND WORK EXPERIENCE**

List all employment history and work experience during the previous five years, beginning with your current employer. *Failure to include all past employment may be grounds for disqualification.*

If currently unemployed.

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Hire Date: \_\_\_\_\_

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

Beginning Salary: \_\_\_\_\_ Current Salary: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

\_\_\_\_\_

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Why do you want to leave? \_\_\_\_\_

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May we contact your current employer? \_\_\_\_ yes \_\_\_\_ no If no, please explain why:

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Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Hire Date: \_\_\_\_\_

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

Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

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Reason for leaving? \_\_\_\_\_

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May we contact your current employer? \_\_\_\_ yes \_\_\_\_ no If no, please explain why:

*If you had additional employers within the last five years, attach additional pages as needed. List and explain periods of unemployment in the past five years:*

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason: \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_ Reason: \_\_\_\_\_

## **EDUCATION AND TRAINING**

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

**High school attended** *Attach additional pages as needed.*

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Diploma?  yes  no      GED?  yes  no

**College(s) or Trade School(s) attended** *Attach additional pages as needed.*

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

Dates attended: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Degree: \_\_\_\_\_ Major/Minor course(s) of study: \_\_\_\_\_

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

Dates attended: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Degree: \_\_\_\_\_ Major/Minor course(s) of study: \_\_\_\_\_

## **PERSONAL INFORMATION**

Do you have any commitment which might interfere with or adversely affect your employment with us, such as a second job or school?  yes  no

If yes, please explain: \_\_\_\_\_

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Have you ever been convicted of a felony? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please explain: \_\_\_\_\_

Are you currently required to register as a sex offender in this or any other jurisdiction?

\_\_\_\_\_ yes \_\_\_\_\_ no If yes, please explain (including jurisdiction of registry): \_\_\_\_\_

List three references who are not related to you and are not former employers or supervisors:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Number of years known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Number of years known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Number of years known: \_\_\_\_\_

## **APPLICANT CERTIFICATIONS**

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing. Initials: \_\_\_\_\_

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I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: \_\_\_\_\_

I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: \_\_\_\_\_

I solemnly swear that all the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

Initials: \_\_\_\_\_

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Initials: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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