



WHITLEY COUNTY
INDIANA

WHITLEY COUNTY GOVERNMENT

Application for Employment

(Please complete fully)



Whitley County does not discriminate upon the basis of race, age gender, religion, national origin, disability or any other characteristic protected by law.

Whitley County will provide reasonable accommodations to qualified individuals with disability.

Please print or type responses to all the questions contained on the entire application form.

Any application not completed in its entirety will be disqualified.

Whitley County requires an accurate and fully completed employment application from all applicants. Please do not write "see resume" in response to any question. The information you provide will be subject to verification.

Date _____

Personal Data

Whitley County's policy is to recruit and select qualified candidates and promote on the basis of demonstrated knowledge, experience and training without regard to race, color, gender, age, national origin, citizenship status, marital status, sexual orientation, disability, status as a disabled veteran, or any other protected class, in accordance with applicable federal, state or local laws.

Last name _____ First name _____ Middle initial _____

Permanent address _____ City _____ State _____ ZIP code _____

Temporary address (if any) _____ City _____ State _____ ZIP code _____

Home phone _____ Cell phone _____ Business phone _____ E-mail _____

Position applied for _____ Salary desired _____ Date available _____

Geographical preferences _____ Shift preference _____

Are you willing to relocate? (Please explain any relocation or travel restrictions)

Yes No

Applicants must have current authorization to work in the United States on a full-time basis and IF HIRED must complete an Employment Eligibility Verification Form (I-9), as required by the Immigration Reform and Control Act of 1986 (IRCA)

Are you legally authorized to work in the U.S. on a full-time basis? Yes No

Do you have a non-immigrant temporary visa?

No Yes - Please indicate category: F-1 H-1 H-2 H-3 L-1
 TN Other:

Yes No

Are you below the age of 18?

Have you ever held a security clearance? If Yes, specify level:
Specify agency:

Have you ever applied for a position with Whitley County? If Yes, when?

Have you had previous employment with Whitley County? If Yes, specify location and dates:

Do you have a Relative working for Whitley County? If Yes, who?

Referral Source (Mark the appropriate source)

- | | | |
|--|--|--|
| <input type="checkbox"/> Advertisement (newspaper) | <input type="checkbox"/> Job fair | <input type="checkbox"/> Web site (please specify) |
| <input type="checkbox"/> College/University/Technical school | <input type="checkbox"/> State or government agency | |
| <input type="checkbox"/> Contacted by Whitley County Direct | <input type="checkbox"/> Whitley County employee
(Indicate name and location below) | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Employment agency (please specify) | | |

Education (If you are working toward a degree or certificate, please list in the "Other" category)

High school (Name and location)	Course or major	Degree type	Grade point average
		Completed?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	out of
College	Course or major	Degree type	Grade point average
		Completed?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	out of
College	Course or major	Degree type	Grade point average
		Completed?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	out of
Advanced study	Course or major	Degree type	Grade point average
		Completed?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	out of
Trade or vocational school	Course or major	Degree type	Grade point average
		Completed?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	out of
Military service school	Course	Completed?	Grade point average
		<input type="checkbox"/> Yes <input type="checkbox"/> No	out of
Other	Course or major	Degree type	Grade point average
		Completed?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	out of

Please list academic honors, graduate school thesis, scholarships or fellowships, memberships in academic honorary societies, or participation in or offices held in activities you consider to be professionally related. (Exclude all information indicative of age, sex, religion, color, national origin or disability.)

United States Military Service

Branch of service	Starting rank	Separation rank
Number of years in active service	Duties in service	

Patents, Inventions, Publications, Research Projects and Professional Certification

Please describe

Employment History (Start with the most recent position. Use additional sheet if necessary.)

Name and address of employer

Area code/Telephone number

Dates of employment

From (mo/yr): _____ to (mo/yr): _____

Name and title of supervisor

May we contact this employer prior to employment offer by Whitley County? Yes No

Starting position

Starting base salary (Earnings per year)

Other compensation (bonus, stock, etc.)

Present or last position

Last base salary (Earnings per year)

Other compensation (bonus, stock, etc.)

Reason for leaving

Major responsibilities

Name and address of employer

Area code/Telephone number

Dates of employment

From (mo/yr): _____ to (mo/yr): _____

Name and title of supervisor

May we contact this employer prior to employment offer by Whitley County? Yes No

Starting position

Starting base salary (Earnings per year)

Other compensation (bonus, stock, etc.)

Last position

Last base salary (Earnings per year)

Other compensation (bonus, stock, etc.)

Reason for leaving

Major responsibilities

Name and address of employer

Area code/Telephone number

Dates of employment

From (mo/yr): _____ to (mo/yr): _____

Name and title of supervisor

May we contact this employer prior to employment offer by Whitley County? Yes No

Starting position

Starting base salary (Earnings per year)

Other compensation (bonus, stock, etc.)

Last position

Last base salary (Earnings per year)

Other compensation (bonus, stock, etc.)

Reason for leaving

Major responsibilities

Computer Systems Experience

Hardware

Software

Linux

Microsoft products, et all.

Servers (_____) type

Database Languages

Hand-held devices

ERP and Programmer support

Other:

Other:

References

Name	Business address	Occupation	Area code/Telephone no.	Years known
Name	Business address	Occupation	Area code/Telephone no.	Years known
Name	Business address	Occupation	Area code/Telephone no.	Years known

Certification and Signature

I declare my answers to the questions on this application are true, and if not true, will be grounds for termination, if hired.

I understand any employment offer is contingent upon meeting company background and medical check standards. If I am offered a position with Whitley County, I will participate in required drug screening in compliance with Whitley County's Drug-Free Workplace Policy. UPON HIRE: It is further understood that I will be required to furnish documentation to facilitate the E-Verify processes and the Company may also verify my identity for purposes of OFAC and other U.S. and international watch list compliance.

I give the company the right to investigate my background. I authorize and request all persons, companies and organizations (including credit bureaus, school and law enforcement agencies) to furnish any information about me requested by the company. I release from any liability any person, company or organization furnishing such information.

I understand that the issuance of this application does not indicate that there are any positions open and does not in any way obligate Whitley County. I understand that I will not be paid for time spent while applying for a position, taking a physical examination or any other processing prior to the beginning of employment. If I am employed by Whitley County, I agree to abide by all work rules and regulations which are in effect or may be established in the future and to comply with Whitley County's Business Code of Conduct.

ALL WHITLEY COUNTY EMPLOYEES ARE EMPLOYED IN AN "AT WILL" CAPACITY. THIS MEANS THAT EITHER THE EMPLOYEE OR WHITLEY COUNTY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND THAT NEITHER PARTY HAS THE OBLIGATION TO BASE THAT DECISION ON ANY REASON OTHER THAN THE INTENT NOT TO CONTINUE THE EMPLOYMENT RELATIONSHIP.

(_____ Initial & Date your consent)

Applicant's name	Applicant's signature	Date
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AUTHORIZATION AND RELEASE

In applying for employment, I want the **County of Whitley, Indiana**, to be fully informed of my work history. I, therefore, authorize the **County of Whitley, Indiana**, to investigate my background and to obtain any and all information which may concern me. I release all persons, including the **County of Whitley, Indiana**, schools, companies, corporations, credit bureaus and law enforcement agencies, from any liability on account of furnishing such information.

I fully understand that if employed, any misrepresentation of facts on my application is sufficient reason for my termination. In addition to my authorization and release of information and entities set forth above, I also authorize the **County of Whitley, Indiana**, to discuss the results of any pre-employment investigation with persons who conduct the interview(s) in any investigation, as well as with those individuals responsible for hiring.

I understand that nothing contained in my application or in the granting of or conducting of an interview is intended to create an employment contract or binding contractual relationship between the **County of Whitley, Indiana**, and myself, either for employment or for the providing of any benefit.

No promises regarding employment or duration of employment have been made to me and I understand that no such promises or guarantees are binding upon the **County of Whitley, Indiana**, unless made in writing by the appointing authority.

If an employment relationship is established, I understand that I have the right to terminate my employment at any time, with or without notice, and that the **County of Whitley, Indiana**, may terminate my employment at any time pursuant to the express provisions of the *County of Whitley, Indiana, Personnel Policies Handbook*. If any employment relationship is established, in consideration of such an employment relationship, I agree not to use or reveal any confidential information of the **County of Whitley, Indiana**.

The County of Whitley, Indiana, and its supervisors, employees and agents are all released by me for any legal responsibility or liability for the release of such information and records as authorized above or any other liability which may arise from the release of such information.

I have read the above statement carefully and, if employed, I agree to abide by all of the terms set forth above.

Applicant signature _____

Date _____



**AUTHORIZATION FOR RELEASE OF CRIMINAL
RECORDS, EMPLOYMENT RECORDS
AND PERSONAL INFORMATION**

Printed Full Name (Last, First, Middle): _____

Driver's License Number: _____ State: _____

Date of Birth: _____ Social Security #: _____

I, _____, respectfully request and authorize you to furnish the Whitley County Sheriff's Department any and all information that you may have concerning me including arrests, my work record, personnel record, including any disciplinary actions, my reputation, my financial and credit status. Please include any and all medical, physical, and mental records or reports, including all information of a confidential or privileged nature, and photocopies of same if requested. This information is to be used in determining my qualifications and fitness for the position I am seeking with the Whitley County Sheriff's Department. I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested above.

*NOTE THIS FORM WILL BE RETAINED FOR NCIC/IDACS PURPOSES.

Position applying for: _____

Race/ethnicity: _____

Signature: _____

DO NOT WRITE BELOW THIS LINE - - FOR OFFICE USE ONLY

Requestor (printed): _____

Signature of Requestor: _____