



# WHITLEY COUNTY GOVERNMENT

## Application for Employment

(Please use black ballpoint pen and 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?

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**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<br>(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.)

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**United States Military Service**

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

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**Patents, Inventions, Publications, Research Projects and Professional Certification**

Please describe

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

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**Name and address of employer**

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Area code/Telephone number

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Dates of employment

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From (mo/yr): \_\_\_\_\_ to (mo/yr): \_\_\_\_\_

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Name and title of supervisor

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

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Starting position

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Starting base salary (Earnings per year)

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Other compensation (bonus, stock, etc.)

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Present or last position

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Last base salary (Earnings per year)

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Other compensation (bonus, stock, etc.)

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Reason for leaving

---

Major responsibilities

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**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

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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

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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**

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Hardware

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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

**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

## **SELF-Identification of Gender, Race, Ethnicity and Veteran Status**

**PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM**

Anti-Discrimination Notice: It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, national origin, covered veteran status, or any other characteristic protected by Federal, state or local law.

WHITLEY COUNTY is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Whitley County invites applicants and employees to VOLUNTARILY self-identify their Gender, Race, Ethnicity and Veteran status.

*Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and may ONLY be used in accordance with the provisions of the applicable laws, executive orders, and regulations including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will NOT identify any specific individual.*

### **PLEASE ANSWER THE FOLLOWING QUESTIONS:**

I  do  do not wish to provide my Gender, Race/Ethnicity, and Veteran status information at this time.  
(Even if you 'do not' please print your name, date and sign below)

**What is your Gender?**  Male  Female

### **What is your Race/Ethnicity (you may mark only one box):**

- Hispanic or Latino
  - White
  - Black or African American
  - Asian
  - Native Hawaiian or other Pacific Islander
  - American Indian or Alaskan Native
  - Two or more Races (All persons who identify with more than one of the above five races. You may mark all boxes that apply).
- White  Black  Asian  American Indian/Alaskan  
 Native Hawaiian or Other Pacific Islander

### **If you are a covered Veteran and would like to self identify, please check the appropriate boxes below:**

- Veteran of the Vietnam Era
- Other Protected Veteran
- Armed Forces Service Medal Veteran
- One-Year Recently Separated Veteran (Enter Discharge or Release Date: \_\_\_\_\_ )
- Three-year Recently Separated Veteran (Enter Discharge or Release Date: \_\_\_\_\_ )

\_\_\_\_\_  
Print your Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date