

APPLICATION FOR EMPLOYMENT

County of Newton, Indiana
An Equal Opportunity Employer

The County of Newton, 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 type or print 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(s) _____

Address _____ City/ State/Zip _____

Phone _____ Are you at Least 18 years of age? Yes: No:

Applicants for Sheriff Department: Are you at Least 21 years of age? Yes: No:

Are you interested in: Full Time Work? Yes: No:

Part Time Work? Yes: No:

Temporary Work? Yes: No:

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, check here and skip to the *Previous employer* below.

Current Employer _____

Address _____

Phone _____ Hire Date _____ Job title _____

Beginning salary _____ per _____ Current Salary _____ per _____

Supervisor _____

Title _____ Work phone _____

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

Why do you want to leave? _____

May we contact your current employer? Yes: No: If no Please explain why:

* Previous employer _____ Phone _____
Address _____ City/State/ Zip _____
Dates employed _____ Job title _____
Beginning salary _____ per _____ Ending Salary _____ per _____
Supervisor _____
Title _____ Work phone _____

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

Reason for leaving _____

May we contact this employer? Yes: No: If no Please explain why:

* Previous employer _____ Phone _____
Address _____ City/State/ Zip _____
Dates employed _____ Job title _____
Beginning salary _____ per _____ Ending Salary _____ per _____
Supervisor _____
Title _____ Work phone _____

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

Reason for leaving _____

May we contact this employer? Yes: No: If no Please explain why:

* Previous employer _____ Phone _____
Address _____ City/State/ Zip _____
Dates employed _____ Job title _____
Beginning salary _____ per _____ Ending Salary _____ per _____
Supervisor _____
Title _____ Work phone _____

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

Reason for leaving _____

May we contact this 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 _____

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

Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin or disability)

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

Name _____ Dates Attended _____ to _____

Address _____ City/State/Zip _____

Degree(s) _____

Major/minor course(s) of study _____

Name _____ Dates Attended _____ to _____

Address _____ City/State/Zip _____

Degree(s) _____

Major/minor course(s) of study _____

Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin or disability)

Seminars/ Workshops, special awards, article you have published, other information that may be relevant to the position you are seeking: _____

Military History and Status

If you have never served in the military on active duty, check here and skip to the next section.

Military Branch **Dates of Service** **Highest Rank Attained** **Rank at Separation**

Type of discharge _____ Citations/Awards received _____

Professional or Specialized Training

Specialized training _____

Professional/special license (s) or certificates (s):

State **Issued by** **Date Issued** **Expiration** **Type** **License#**

Have you had any license suspended, revoked or terminated? Yes No If yes, explain:

Professional Affiliations

List current or previous affiliations/ organizations and related office/positions.

Organization Name **Address** **Phone** **Office/Positions**

Use the Following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. (You may exclude any which indicate race, color, religion, gender, age, national origin or disability.)

Personal Information

Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? Yes No If yes, please explain:

Have you ever been convicted of a felony? Yes No If yes, please explain:

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 Certification

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: _____

- 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 of 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 employers 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.

Applicant's Signature

Date

The following sections to be completed by Sheriffs Department applicants only:

- I understand that the employer provides police service on a seven day per week and twenty four hour per day service, and therefore, if employed by the Sheriffs Department, I may be required to work evening shifts or night shifts , including weekends. Initials: _____

- I understand that if I am hired as a sworn officer on the Sheriffs Department, that I must successfully complete required training and courses specified and be certified by the State of Indiana Police Academy. Initials: _____