

APPLICATION FOR EMPLOYMENT

County of Carroll, Indiana *An Equal Opportunity Employer*

The County of Carroll, 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 related to an individual currently employed by the County? Yes: _____ No: _____

If yes, please state individual's name: _____

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 Previous employer below.

- Current employer: _____
Address: _____ City/state/zip: _____
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, articles 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 certificate(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 offices/positions.

Organization Name Address Phone Offices/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 that has not been expunged or sealed?

Yes _____ No _____ If yes, please explain:

Ⓢ Do you have an arrest record that has not been expunged or sealed? 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: _____