

APPLICATION FOR EMPLOYMENT



Allen County Government
 Human Resources Department
 Citizens Square
 200 East Berry Street, Room 380
 Fort Wayne, Indiana 46802
 260-449-7217
 (fax) 260-449-4220

Date:	
Posting Number (#00-0000):	
For what position are you applying?	
Position Department?	
PERSONAL	
First Name:	
Middle Initial:	
Last Name:	
Social Security Number:	
Address:	
City:	
State:	
Zip Code:	
Phone Number:	
Alternate Phone (optional):	
Are you 18 years or older?	
<i>(Sheriff's Dept. applicants only)</i> Are you 21 years or older?	
Have you even been convicted of a felony? If yes, please describe the felony or felonies.	
Have you worked for Allen County before? If Yes: Position Held: Department: Dates of employment: <i>(from-to)</i>	

EDUCATION

If education records are listed under another name, please indicate that name here:	
Name of High School: School Location:	
Diploma or equivalent? Yes or No	
Did you attend any post-secondary education? (University, College, Technical School, etc.)	
Post-Secondary (University, College, Technical School, etc.) School Name: School Location: Degree/Level Attained: Completion Date: Major Field of Study: Minor Field of Study:	
Other Educational Institutions School Name: School Location: Degree/Level Attained: Completion Date: Major Field of Study: Minor Field of Study:	
Please list specific computer skills:	

EMPLOYMENT HISTORY

Please list your last four employers, starting with the most recent.

Employer Name:	
Employer Address:	
Employer Telephone #:	
Position Held:	
Date From (month/year):	
Date To (month/year):	
Salary/Hourly Rate:	
Reason For Leaving:	
Employer Name:	
Employer Address:	
Employer Telephone #:	
Position Held:	
Date From (month/year):	
Date To (month/year):	
Salary/Hourly Rate:	
Reason For Leaving:	
Employer Name:	
Employer Address:	
Employer Telephone #:	
Position Held:	
Date From (month/year):	
Date To (month/year):	
Salary/Hourly Rate:	
Reason For Leaving:	
Employer Name:	
Employer Address:	
Employer Telephone #:	
Position Held:	
Date From (month/year):	
Date To (month/year):	
Salary/Hourly Rate:	
Reason For Leaving:	

REFERENCES

Please list three people who are familiar with your work. (Not Relatives)

Name:	
Company:	
Address:	
Phone Number:	
E-mail Address:	
Name:	
Company:	
Address:	
Phone Number:	
E-mail Address:	
Name:	
Company:	
Address:	
Phone Number:	
E-mail Address:	

GENERAL QUESTIONS

Can you perform the essential functions of the job for which you are applying with or without an accommodation?	
Have you previously completed an application for employment with Allen County (either online or in person)? If Yes, when did you last apply? (mo./year) For what position did you apply?	
<i>(Sheriff's Dept. applicants only)</i> Have you applied for a position with any other government agency? If Yes, please explain:	
Are you currently employed?	
If employed, may we contact your present employer?	
Why do you wish to change jobs?	
Have you ever been discharged from a position of employment? If yes, please explain.	
Date available for work:	
Expected Salary:	
Have you been in your current residence for at least 5 years? If no, list your addresses for the last 5 years.	
Have you served in the military? If Yes, please describe. Branch/Organization, Dates of Service(s), Rank/ Grade, Reason for leaving services	
If required for the essential functions of the job, do you have a valid driver's license from your State of residence?	

Allen County Government Equal Employment Opportunity Policy

Allen County Government is an Equal Opportunity Employer (EEO). Accordingly, we promote equal opportunity in the areas of recruitment, employment, training, development, transfer, and promotion. Our employment practices are without regard to race, color, religion, creed, gender, age, disability or medical condition, national origin, and veteran status, and all other categories protected by federal, state, and local anti-discrimination laws. The County of Allen maintains the position of EEO Officer to facilitate Equal Employment Opportunity. Questions concerning Affirmative Action and Equal Employment Opportunity should be directed to the Human Resources Department.

Authorization and Release

In applying for employment, I want the hiring official, department head or State Officer "County" to be fully informed of my work history. I therefore authorize the County to investigate my background and to obtain any and all information which may concern me. I hereby waive, release, and surrender any and all rights to claims which I may have against all persons, including the County, 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 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, in the granting of or conducting of an interview is intended to create an employment contract or binding contractual relationship between the County 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 unless made in writing by the hiring official. 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 may terminate my employment at any time pursuant to the express provisions of the Allen County Policy Manual, if applicable, to me. 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's.

The County and its elected officials, administrators, managers, employees and agents are all released by me from 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.

Drug Testing Authorization, Allen County, Indiana

I understand that drug screening is a part of the hiring process for all regular full-time County job applicants. All offers for employment with the County are contingent upon the applicant taking and passing a drug screen. All data and information from the pre-employment drug screen will be treated as a confidential medical record as required by law.

You must agree to the terms of the above Authorization and Release in order to submit your Employment Application.

By signing my name below, I accept the terms of the above Authorization and Release.

Signature:
Date: