

# COUNTY OF VANDERBURGH, INDIANA

## APPLICATION FOR EMPLOYMENT

The County of Vanderburgh is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, citizenship status, or any other basis prohibited by law.

PLEASE TYPE OR PRINT

\* An application not completed in its entirety will not be considered.\*

### PERSONAL INFORMATION

Date of Application \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Telephone (\_\_\_\_) \_\_\_\_\_

If you have resided at your present address less than three years, list your prior address:

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Position(s) Desired \_\_\_\_\_ Salary/Wage Expected \_\_\_\_\_

Why do you want to work for the County? \_\_\_\_\_

Have you filed an application with the County before?  Yes  No If yes, give date(s) \_\_\_\_\_

Have you ever been employed by the County before?  Yes  No If yes, give date(s) and position(s) held \_\_\_\_\_

Are you a U.S. Citizen or an alien legally entitled to work in the position(s) for which you have applied?  Yes  No

Are you 18 years or older?  Yes  No

Available to work (check all that apply)  Full Time  Part-Time  Temporary  Saturdays  
 On-Call  Overtime  Any Shift  Sundays

Can you travel if a job requires it?  Yes  No

On what date would you be available to begin work? \_\_\_\_\_

Are you on a layoff and subject to recall at another employer?  Yes  No If yes, explain your recall rights \_\_\_\_\_

Do you have any commitments or obligations with any school or other employer, business or organization that might affect your availability to work if you were hired?  Yes  No If yes, please explain.

Positions involving motor vehicle operation require a valid operator's license and verification of acceptable driving record. Do you have a valid operator's license?  Yes  No

Has your license ever been revoked or suspended?  Yes  No

Have you had any moving violations and/or accidents in the past three years?  Yes  No

Have you been convicted of or pled guilty to a felony or misdemeanor other than a minor traffic violation? *(Conviction or plea will not automatically disqualify applicant from employment.)*  Yes  No

If yes, state the nature of the conviction or plea, the date, and explain \_\_\_\_\_

**PERSONAL REFERENCES**

List the name, address and telephone number of four references who are **not** related to you.

1.	Name	Address	( )	Telephone No.
2.	Name	Address	( )	Telephone No.
3.	Name	Address	( )	Telephone No.
4.	Name	Address	( )	Telephone No.

**EDUCATION**

Type of School	Name of School City and State	Number of Years Completed	Graduate?		Course Pursued/ Degrees Granted
			Yes	No	
High School or GED					
College or University					
Business, Trade or Technical School or College					
Correspondence or Special School or College					

List any special job-related skills and qualifications acquired from education, employment, apprenticeship, training or seminars. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have had any job training in the military, please describe: \_\_\_\_\_

\_\_\_\_\_

Branch of Service: \_\_\_\_\_

**EMPLOYMENT RECORD AND EXPERIENCE**

Starting with your present or most recent job, list all your employment experience for at least the last 15 years.

Employer	Employment Dates	Kind of Work Performed:  Reason for Leaving:
Address	From	
	To	
Position Held	Salary/Hourly Rate	
Immediate Supervisor:	Starting:  Final:	
Employer	Employment Dates	Kind of Work Performed:  Reason for Leaving:
Address	From	
	To	
Position Held	Salary/Hourly Rate	
Immediate Supervisor:	Starting:  Final:	
Employer	Employment Dates	Kind of Work Performed:  Reason for Leaving:
Address	From	
	To	
Position Held	Salary/Hourly Rate	
Immediate Supervisor:	Starting:  Final:	
Employer	Employment Dates	Kind of Work Performed:  Reason for Leaving:
Address	From	
	To	
Position Held	Salary/Hourly Rate	
Immediate Supervisor:	Starting:  Final:	
Employer	Employment Dates	Kind of Work Performed:  Reason for Leaving:
Address	From	
	To	
Position Held	Salary/Hourly Rate	
Immediate Supervisor:	Starting:  Final:	

**\* If you need additional space, please continue on the back of this page or on a separate sheet of paper**

May we contact the employers you have listed?  Yes  No If no, indicate which one(s) you do NOT wish us to contact and state the reason why you prefer that we do not contact the employer(s). \_\_\_\_\_

Have you ever been discharged or asked to resign from any position?  Yes  No If yes, please state the employer and dates of employment, and reason. \_\_\_\_\_

**APPLICANT'S STATEMENT**

\* Please indicate that you have read and understand each paragraph of the following \*  
Applicant's Statement by placing your initials beside each paragraph.

Initials

- \_\_\_\_\_ 1. I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in no employment being offered or an offer being withdrawn and, in the event of employment, in discharge.
- \_\_\_\_\_ 2. I hereby authorize investigation of all statements contained in this application. I understand that information may be obtained through interviews with personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information about my personal characteristics, as well as information about my work performance and workplace conduct. I hereby consent to consideration of any statements of references, former employers or others provide in response to the inquiry. If the County decides to obtain a consumer credit report, I understand that it will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.
- \_\_\_\_\_ 3. I hereby release my personal references and my previous employers from liability for their furnishing information concerning me and I also release the County for any employment decision it makes on the basis of such information.
- \_\_\_\_\_ 4. I understand that, if I am hired, I may be required to undergo a physical examination and drug screen, as a condition of beginning my employment, and I hereby authorize any doctor, hospital, clinic, laboratory or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.
- \_\_\_\_\_ 5. I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.
- \_\_\_\_\_ 6. I understand that this application is not, nor intended to be, a contract of employment and if I am hired, my employment is for no fixed period of time and is terminable at any time and for any reason by either me or by the County. I further understand that statements contained in policies, handbooks or other material do not create any guarantee of employment and that the County has the right to modify, amend or terminate policies, benefits plans or other programs within the limits and requirements imposed by law. I understand that no representative of the County, other than **the County Commissioners** have the authority to enter into any employment agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant

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**NOTE: Please look over the entire 4 pages of your application to make sure you have responded to every item. Otherwise, your application may not be considered.**

*THIS APPLICATION WILL NOT BE CONSIDERED ACTIVE AFTER 90 DAYS*

## DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Vanderburgh County (“the Company”) may obtain information about you from a third party consumer reporting agency for employment purposes. This information may be obtained in the form of a “consumer report” and/or an “investigative consumer report” (commonly known as a “background report”). These reports may contain information regarding your criminal history, social security verification, motor vehicle records (“driving records”), credit history\*, verification of your education or employment history, drug screening or other background checks. This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses and educational institutions. The reports may also include information about your character, general reputation, personal characteristics, mode of living, etc., which can involve personal interviews with individuals or companies that you have listed as a reference, former employer, etc. A more comprehensive background investigation may be required pursuant to state or federal law, contract agreement or for certain sensitive positions (such as those with significant financial responsibilities). (\*Please note that credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.)

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of any investigative consumer report obtained with regard to applicants for employment is an investigation conducted by Reference Services, Inc. (RSI). RSI is located and can be contacted by mail at 101 Plaza East Blvd, Suite 300, Evansville, IN 47715, and RSI can be contacted by phone at (800)881-0754. Information about RSI’s privacy policy is available at the following link: <http://www.referenceservices.com/wp-content/uploads/2014/12/Consumer-Information-Privacy-Policy-2014.pdf>. The scope of this notice and authorization is all-encompassing and allows the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment or your contract period to the extent permitted by law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled "Disclosure Regarding Background Investigation" and "A Summary of Your Rights under the Fair Credit Reporting Act" and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, or status as an Advisor, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all drug screening and background information requested by Reference Services, Inc. [101 Plaza East Blvd, Suite 300, Evansville, IN 47715, (800)881-0754, www.referenceservices.com] and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**New York applicants only:** Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law

**Washington State applicants only:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**Minnesota and Oklahoma applicants only:**

Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**California applicants only:**

Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

### **BACKGROUND INFORMATION**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Other Names/Aliases Used \_\_\_\_\_

Social Security Number\* \_\_\_\_\_ Date of Birth\* \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State of Driver's License \_\_\_\_\_

Current Address – City, State, Zip \_\_\_\_\_

Previous Address - City, State Zip \_\_\_\_\_

Previous Address - City, State Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Permission to contact current employer for employment and reference verifications:  Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*This information will be used as identification for background screening purposes only and will not be used as hiring criteria.

## Notice Regarding Credit Checks Per California Law

Pursuant to Section 1024.5 of the California Labor Code, the Company informs you that it may obtain a credit report about you from the above named entity, because you are seeking to work in the following position:

- An employee covered by the executive exemption set forth in subparagraph (1) of paragraph (A) of Section 1 of Wage Order 4 of the Industrial Welfare Commission;
- A position in the state Department of Justice;
- A sworn peace officer or other law enforcement;
- A position for which the information contained in the report is required by law to be disclosed or obtained;
- A position that involves regular access to specified personal information for any purpose other than the routine solicitation and processing of credit card applications in a retail establishment, such as bank or credit card account information, social security number, or date of birth;
- A position which the person can enter into financial transactions on behalf of the company;
- A position that involves access to confidential or proprietary information;
- A position that involves regular access to \$10,000 or more of cash; or
- The Company **will not** obtain a consumer credit report on you.

## Notice Regarding Credit Checks Per Vermont Law

Pursuant to Vermont Act No. 154 (S. 95), the Company informs you that it may obtain a credit report about you, for the following reason(s):

- The information is required by state or federal law or regulation;
- You seek to be/are employed in a position that involves access to “confidential financial information” (defined as “sensitive financial information of commercial value that a customer or client of the employer gives explicit authorization for the employer to obtain, process, and store and that the employer entrusts only to managers or employees as a necessary function of their job duties”);
- The Company is a financial institution as defined in 8 V.S.A. §11101(32) or a credit union as defined in 8 V.S.A. §30101(5);
- You seek to be/are employed in a position as a law enforcement officer, emergency medical personnel or firefighter as these terms are respectively defines in 20 V.S.A. §2358, 24 V.S.A. §2651(6) and 20 V.S.A. §3151(3)
- You seek to be/are employed in a position that requires a financial fiduciary responsibility to the Company or a Company’s clients, including the authority to issue payments, collect debts, transfer money or enter into contracts;
- You seek to be/are employed in a position that involves access to the Company’s payroll information;
- The Company can demonstrate that credit information is a valid and reliable predictor of employee performance in the your specific position of employment;
- The Company **will not** obtain a consumer credit report on you.