



Vigo County

APPLICATION FOR EMPLOYMENT

*An equal
Opportunity
Employer
M/F*

COUNTY ANNEX
121 OAK STREET ~ COURTHOUSE ANNEX ~ (812) 462-3367
TERRE HAUTE, INDIANA 47807

Vigo County does not discriminate on the basis of age, sex, religion, race, color, national origin, and handicap. Please fill out this application completely.

NAME (Last, First, Middle)			DATE:
PRESENT ADDRESS (Street No., City, State, Zip)			HOME PHONE:
SOCIAL SECURITY NUMBER:	JOB APPLIED FOR:	ARE YOU OVER AGE EIGHTEEN ? <input type="radio"/> YES <input type="radio"/> NO	BUSINESS PHONE:
Have you worked for Vigo County before? <input type="radio"/> YES <input type="radio"/> NO If yes, when:			Position held:
Are you employed now? <input type="radio"/> YES <input type="radio"/> NO		May we contact your present employer? <input type="radio"/> YES <input type="radio"/> NO	
Have you completed an application here before? <input type="radio"/> YES <input type="radio"/> NO If yes, give date:			
Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="radio"/> NO If yes, Describe :			
If currently employed, why do you wish to change?		Date available for work:	Salary expected:
NATURE OF WORK APPLIED FOR: *Please submit resume <input type="radio"/> Clerical <input type="radio"/> Maintenance <input type="radio"/> *Managerial <input type="radio"/> * Technical <input type="radio"/> *Professional <input type="checkbox"/> <input type="radio"/> Other _____		APPLYING FOR: <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Temporary <input type="radio"/> Day <input type="radio"/> Night	

EDUCATION

(If records are under another name, please indicate for reference purposes, NAME):

TYPE OF SCHOOL	NAME AND LOCATION	PERIOD ENROLLED		MAJOR FIELD OF STUDY	DEGREE
		FROM: MO. / YR.	TO: MO. / YR.		
High School Last Attended					
College					
Graduate School					
Other					

SPECIAL SKILLS, TRAINING, OR EXPERIENCE

☐ Typing Speed _____ W.P.M. ☐ Shorthand Speed _____ W.P.M. OTHER SKILLS THAT QUALIFY YOU FOR THIS JOB
☐ Records and Filing ☐ Calculator

WORK EXPERIENCE

EMPLOYER NAME AND ADDRESS	JOB HELD	FROM	TO	WAGE	REASON FOR LEAVING

Have you ever been discharged from a position of employment? ☒ YES ☐ NO If yes, please explain fully.

Are you a registered voter in Vigo County? ☐ ☒ YES Precinct _____ ☒ NO

REFERENCES

List people who know your work , not personal friends:

NAME	ADDRESS	PHONE NUMBER

Indicate places of residence for last five years:

STREET	CITY	STATE

MILITARY HISTORY AND STATUS

ORGANIZATION	RANK OR GRADE	DATES OF SERVICE		REASON FOR LEAVING SERVICE
		FROM	TO	

Special Certifications

Do you hold a Commercial Driver License (CDL) ☒ Yes ☐ No If yes, expiration / renewal date. _____

If you feel you have any other Certifications/Special licenses that you feel would be of benefit to Vigo County list them below:

PLEASE READ AND SIGN BELOW

I authorize the investigation of all statements contained in this application for employment. I also understand that any misrepresentation or omission of information will be sufficient grounds for refusal of, or termination of employment.

By my signature I authorize **Vigo County** to perform a criminal background check with what ever law enforcement agency or agencies **Vigo County** shall feel is appropriate.

I understand that **Vigo County** maintains a Drug Free Workplace and to help guarantee this **Vigo County** may require me to take a drug test and submit to random re-testing as a condition of my employment with **Vigo County**.

I understand that if I am hired to a position that requires special licensing or certification such as a Commercial Drivers License (CDL) that I must maintain said Licensing or certification as a condition of my continuing employment and should I fail to maintain certification this shall be sufficient grounds for termination.

I understand that nothing contained in my attached employment application or in the granting of an interview is intended to create an employment contract between **Vigo County** and myself for either employment or for the providing of any benefit.

No promises regarding employment have been made to me, and I understand that no such promise is binding upon **Vigo County** unless made in writing.

If any employment relationship is established, I understand that I have the right to terminate my employment at any time and that Vigo County retains a similar right.

Signature of Applicant

Date of Application