



# 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

<input type="radio"/> Typing Speed _____ W.P.M.	<input type="radio"/> Shorthand Speed _____ W.P.M.	<u>OTHER SKILLS THAT QUALIFY YOU FOR THIS JOB</u>
<input type="radio"/> Records and Filing	<input type="radio"/> 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*