

**APPLICATION FOR EMPLOYMENT  
AN EQUAL OPPORTUNITY EMPLOYER**

**TOWN OF RUSSIAVILLE  
250 N. UNION ST., RUSSIAVILLE, IN 46979  
765-883-5739**

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**PERSONAL INFORMATION**

NAME \_\_\_\_\_  
First Middle Last

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ ARE YOU OVER THE AGE OF 18? \_\_\_\_\_

CAN YOU WORK LEGALLY IN THE UNITED STATES? \_\_\_\_\_

IF NOT, WHY? \_\_\_\_\_

POSITION BEING APPLIED FOR \_\_\_\_\_

HOW SOON COULD YOU REPORT TO WORK? \_\_\_\_\_

**EDUCATION**

HIGH SCHOOL \_\_\_\_\_ GRADE COMPLETED \_\_\_\_\_

COLLEGE \_\_\_\_\_ YEARS COMPLETED \_\_\_\_\_

OTHER RELEVANT TRAINING \_\_\_\_\_

## **PERSONAL HISTORY**

List any other names you have ever used. If you have ever legally changed your name, give the date, place, and court. (This information is being collected to assist in a thorough background investigation check.)

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List chronologically (most current first) all of your residences in the past 10 years. Include dates lived at each residence.

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## **DRIVER'S RECORD**

List all vehicle operator's licenses you currently hold.

Type: Driver/Chauffer	State of Issuance	License Number	Expiration Date	Restrictions
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Has your driver's license ever been suspended or revoked? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Have you had any accidents or traffic citations in the past 3 years? \_\_\_\_\_

If yes, list date, location, description of accident, and any citations received

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Have you ever applied for a job with us before? \_\_\_\_\_

Have you ever worked for us before? \_\_\_\_\_

Have you ever served in the U.S. Armed forces? \_\_\_\_\_

If yes, branch \_\_\_\_\_ Dates \_\_\_\_\_

Have you ever been convicted of a crime, besides minor traffic violation? \_\_\_\_\_

If yes, list citation, date, court \_\_\_\_\_

Have you ever been discharged or requested to resign from a position? \_\_\_\_\_

If yes, give circumstances \_\_\_\_\_

Are you employed now? \_\_\_\_\_

Why do you desire to make a change? \_\_\_\_\_

Have you ever held a position of trust? \_\_\_\_\_

**PRIOR WORK RECORD** (Start with most recent or present employer)

1. Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Title or Duties \_\_\_\_\_

From: Month \_\_\_\_\_ year \_\_\_\_\_ To: Month \_\_\_\_\_ year \_\_\_\_\_

Supervisor name \_\_\_\_\_ Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Title or Duties \_\_\_\_\_

From: Month \_\_\_\_\_ year \_\_\_\_\_ To: Month \_\_\_\_\_ year \_\_\_\_\_

Supervisor name \_\_\_\_\_ Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

3. Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Title or Duties \_\_\_\_\_

From: Month \_\_\_\_\_ year \_\_\_\_\_ To: Month \_\_\_\_\_ year \_\_\_\_\_

Supervisor name \_\_\_\_\_ Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

4. Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Title or Duties \_\_\_\_\_

From: Month \_\_\_\_\_ year \_\_\_\_\_ To: Month \_\_\_\_\_ year \_\_\_\_\_

Supervisor name \_\_\_\_\_ Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

### **REFERENCES**

Do NOT list relatives or former employers.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you agree to submit to being fingerprinted? \_\_\_\_\_

Do you agree to a polygraph or CVSA? \_\_\_\_\_

Do you submit to a drug screening test? \_\_\_\_\_

A copy of your driver's license and your SSN # will be required if hired.

### **JOB APPLICANT'S AGREEMENT AND CERTIFICATION**

"I certify that the information given by me in this application is true in all respects. I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements. I authorize my past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information."

Initial \_\_\_\_\_

"I understand that nothing contained in this employment application, or in the granting of an interview, is intended to create an employment contract between the Town of Russiaville and myself for either employment or for the providing of any other benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Town of Russiaville unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the Town of Russiaville retains the same right, following applicable rules and State Law."

Initial \_\_\_\_\_

"I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time."

Initial \_\_\_\_\_

"The facts set forth in my application for employment are true and complete. I understand that if employed, false statement on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation into my personal, educational, or work history except where I have specifically indicated otherwise in this application. In the event that I am employed by the Town of Russiaville, I agree to comply with all of its orders, rules, and regulations."

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_