



# APPLICATION FOR EMPLOYMENT

## Student Intern Program

Application will be kept on active file for 6 months

Center Township of Howard County, Indiana

Office of the Trustee

PO Box 905

Kokomo, IN 46903

765-452-8259

Please print all information except required signatures.

DATE \_\_\_\_\_

**Name** \_\_\_\_\_  
Last                      Suffix                      First                      Middle

**Current Address** \_\_\_\_\_  
Street                      City                      County                      State                      Zip

**Telephone ( \_\_\_\_\_ )** \_\_\_\_\_      **Social Security #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**How long have you lived at your current address?** \_\_\_\_\_      **List previous addresses for past five years.**

Street	City	County	State	Zip	How Long?
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**Position applied for** \_\_\_\_\_      **How many hours can you work weekly?** \_\_\_\_\_

**Office hours are 7:45am – 4:45pm Monday – Friday.**      **Are you available during those hours?**     YES     NO

**If NO, list any exceptions:** \_\_\_\_\_

**If required, can you occasionally work nights or weekends?**     YES     NO

**What is your earliest starting availability date?** \_\_\_\_\_      **How much notice will you need?** \_\_\_\_\_

EDUCATION	SCHOOL	LOCATION (Address)	YEARS COMPLETED	MAJOR OR DEGREE
High School				
College				
Business or Trade				
Professional				

PLEASE RATE YOUR SKILL LEVEL FOR THE FOLLOWING: (You will be tested after review of your application.)

Typing / Word Processing	POOR	FAIR	AVERAGE	GOOD	EXCELLENT
Other Computer Skills	POOR	FAIR	AVERAGE	GOOD	EXCELLENT
Telephone Communication	POOR	FAIR	AVERAGE	GOOD	EXCELLENT
One-on-one Communication	POOR	FAIR	AVERAGE	GOOD	EXCELLENT
Group Speaking - Presentation	POOR	FAIR	AVERAGE	GOOD	EXCELLENT

DO YOU SPEAK ANY LANGUAGES OTHER THAN ENGLISH? Indicate which language and your proficiency

_____	BEGINNER	ADEQUATE	FLUENT	READ & WRITE
_____	BEGINNER	ADEQUATE	FLUENT	READ & WRITE
_____	BEGINNER	ADEQUATE	FLUENT	READ & WRITE

DO YOU HAVE A DRIVER'S LICENSE?  YES  NO

If yes, License # \_\_\_\_\_ State of Issue \_\_\_\_\_ Type of License \_\_\_\_\_ Expiration Date \_\_\_\_\_

If no, what is your means of transportation to work? \_\_\_\_\_

Have you had any accidents in the last five years?  YES  NO If yes, how many? \_\_\_\_\_

Have you had any moving violations in the last five years?  YES  NO If yes, how many? \_\_\_\_\_

**WORK EXPERIENCE** Please list your work experience for the past five years beginning with your most recent position. If self-employed, give firm name. Please include complete details. You may attach additional sheets if necessary.

Name, Address, Phone Number of Employer:	Job Title
	Supervisor's Name
	Employment Dates Beginning: _____ Ending: _____
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
List details of duties, training, advancements, recognitions	Pay or Salary Beginning: _____ Ending: _____
	Reason for leaving be specific

Name, Address, Phone Number of Employer:   May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	Job Title
	Supervisor's Name
	Employment Dates Beginning: _____ Ending: _____
List details of duties, training, advancements, recognitions	Pay or Salary Beginning: _____ Ending: _____
	Reason for leaving be specific
Name, Address, Phone Number of Employer:   May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	Job Title
	Supervisor's Name
	Employment Dates Beginning: _____ Ending: _____
List details of duties, training, advancements, recognitions	Pay or Salary Beginning: _____ Ending: _____
	Reason for leaving be specific

## MILITARY SERVICE

Have you ever served in the United States Armed Forces? YES NO Dates Served \_\_\_\_\_

Are you currently serving in the National Guard? YES NO Dates Served \_\_\_\_\_

Specialties \_\_\_\_\_

Why do you wish to be employed by Center Township? What distinguishes your application? Any additional comments.

PLEASE READ CAREFULLY. By signing the following document, you will acknowledge your acceptance of the pre-employment screening process, including authorization for a background investigation and verification of all information submitted by you as a part of this employment application.

In exchange for the consideration of my job application by the Center Township of Howard County (hereinafter called "the Township"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Township practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Township, or otherwise to change in any respect the employment-at-will relationship between the Township and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Trustee of the Township. Both the undersigned and/or the Township may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Township may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Township permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Township from any liability as a result of such contract. I understand that as a part of its investigation, the Township will conduct a criminal background check.

I also understand that (1) the Township has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job related physical examinations.

I understand that, in connection with the routine processing of this employment application, the Township may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Township will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Township as an intern shall be temporary for a period of up to ninety (90) days, and further that at any time during the temporary period or thereafter, my employment relation with the Township is terminable at will for any reason by either party.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

This Township is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Township depends solely on your qualifications.

Thank you for completing this application, and for your interest in serving the residents of Center Township.