

APPLICATION FOR EMPLOYMENT

BI-COUNTY SERVICES, INC.

425 East Harrison Road - - Bluffton, IN 46714
260-824-1253

Equal Opportunity Employer – Bi-County Services, Inc. will recruit, hire, train and promote persons in all job titles without regard to race, color, religion, national origin, veteran status, sex, age, or physical or mental disability.

The information provided in this Application for Employment is true, correct and complete. If employed, I understand that falsification, misrepresentation, incomplete information or omission of facts called for on this application will result in termination.

Print Legal Name _____ Date _____

Address _____

City, State and ZIP _____ Phone (____) _____

Counties of residence (including State if outside of Indiana) during past three years: _____

Position applying for _____

What work hours are you willing to accept?

Day _____ Evening _____ Weekend _____ Any _____ / PT _____ FT _____

Have you previously worked for this agency? _____yes _____no (dates if known _____)

If yes, Name Used during Employment: _____

Are you at least 18 yrs of age? Yes / No Do you have a valid Driver’s License? Yes / No

If you were referred to apply for employment by a current employee of Bi-County Services, provide their name (one name only): _____

If not by referral, how did you become aware of our employment opportunity? _____

Are you a U.S. citizen or an alien authorized to work in this country? _____yes _____no.

If you are offered employment with Bi-County Services, Inc., you will be required, by federal law, to furnish documents showing you to be either a U.S. citizen or an authorized alien. Individuals who do not furnish these documents cannot work for this agency.

Education

(Education will be considered only to the extent relevant for the position for which you are applying)

Table with 6 columns: School, Name & Location, Circle Last Year Completed, Dates Attended (From, To), Major, Did You Graduate? Rows include High School and College.

EMPLOYMENT HISTORY

Most recent employer first-include all employers for the last 5 years. Explain any gaps in employment on reverse side. If past employment is recorded under a different last name – please include with information below.

1. Employer _____ Telephone () _____
Address _____ City/State _____
Supervisor _____ Hourly Final Pay _____ Employed from _____ to _____
State Job Title and Describe Your Work _____

2. Employer _____ Telephone () _____
Address _____ City/State _____
Supervisor _____ Hourly Final Pay _____ Employed from _____ to _____
State Job Title and Describe Your Work _____

3. Employer _____ Telephone () _____
Address _____ City/State _____
Supervisor _____ Hourly Final Pay _____ Employed from _____ to _____
State Job Title and Describe Your Work _____

Have you ever been dismissed or asked to resign from any position? _____ No _____ Yes

If yes, which employer(s)? _____

Personal References (list three) - - Not Relatives or Anyone Previously Mentioned

Name	Address	Telephone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Special Training or Skills

Please write other information you feel to be important relating to your interest in working with Bi-County Services (including volunteer work).

Incomplete applications will not be considered.

I understand and hereby acknowledge that if I am offered and accept employment with Bi-County Services, Inc. my employment is considered at-will, is for no definite period of time, and may be terminated with or without cause. I further understand that this application for employment is not a contract of employment.

I understand that if I am employed, I must be free from communicable disease, which would pose a direct threat to the health or safety of others or myself in the workplace that cannot be eliminated by reasonable accommodation.

I authorize Bi-County Services, Inc. to request and obtain from any law enforcement agency, a copy of my limited criminal history information and a copy of my driving record through the Indiana BMV in connection with my application for employment.

All prospective new employees will be tested for the use of illegal drugs and controlled substances. No offer of employment will be made to an applicant until he or she completes the necessary drug information and testing consent forms and passes the pre-employment drug test. Applicants who refuse to complete the necessary paperwork and test or who test positive on the drug screen will not be offered employment.

I hereby authorize anyone of whom request is made to supply Bi-County Services, Inc., any information concerning my background in connection with employment consideration. I hereby release all parties, including but not limited to Bi-County Services, Inc. and my prior employers, from any and all liability for any damage that may result from their furnishing information concerning me.

Date: _____ Signature: _____

We will keep your application on file for 90 days. After that time, you will need to submit a new application for employment consideration.

APPLICATION FOR EMPLOYMENT

As a part of this application for employment, I authorize Bi-County Services, Inc. to request/obtain limited criminal history from my counties of residence during the past three years and from the State of Indiana.

The county limited criminal history we obtain will request **felony conviction** (that has not been expunged by a court) of the following:

- Sex crime;
- Battery;
- Neglect;
- Exploitation of an endangered adult or of a child;
- Failure to report Battery, Neglect or Exploitation of an endangered adult or of a child, or failure to report abuse or neglect of a child;
- Theft, if the person's conviction for theft occurred less than ten (10) years before the person's employment application date, except as provided in IC16-27-2-5(a)(5);
- Criminal conversion;
- Criminal deviate conduct;
- Murder.
- Voluntary manslaughter.
- Involuntary manslaughter.
- Offense relating to alcohol or a controlled substance.

Bi-County Services, Inc. provides services to a vulnerable population. If there are finding in the criminal history, an individualized assessment will be use to make an employment decision.

Signature

Date