

CIVIL TOWN OF SPEEDWAY

**1450 N. Lynhurst Dr.
Speedway, Ind. 46224**

Application For Employment

Public Works only

**Street Dept.
Water Works
Wastewater
Parks Dept.**

2009

APPLICATION FOR EMPLOYMENT

NOTICE TO APPLICANT: Thank you for your interest in employment with the Town of Speedway. We are an equal opportunity employer. All hiring and employment decisions are made without regard to race, color, religion, sex, national origin, citizenship, age, disability, or any other protected characteristic. This application will be kept active for a period of thirty (30) days. Please complete all information and attach additional pages if necessary.

PERSONAL INFORMATION (Please Print)

Last Name	First	Middle Initial	Today Date	
Street Address			Social Security Number	
City	State	Zip Code	Home Phone Number	
Other Name (s) Used			Alternate Phone Number &/ or E--Mail	
Referred By (please be specific)			Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any friends or relatives employed by our organization? if yes, provide name and position:			Desired Rate of Pay \$	Date Available
Are you legally authorized to work in the United States: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Note: The Immigration Reform And Control Act of 1986 requires us to inspect documents verifying the identify and employment eligibility of all new hires.				
Have you ever served in the Armed Forces of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Branch		Location	Date of Service	
Have you ever been convicted of a crime (other than a traffic misdemeanor)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
When? _____ When? _____				
Explain the nature of the crime and disposition of your case: _____				
Note: A previous conviction will not necessarily disqualify you from employment.				
Are criminal charges currently pending against you for other than a traffic misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No				

PERSONAL INFORMATION (Please Print)

Position Applied For:	
Department / Group:	
Full Time? <input type="checkbox"/>	Part Time? <input type="checkbox"/> Summer Help? <input type="checkbox"/> Shift Preference: <input type="checkbox"/>
Have you ever been employed with the Town of Speedway? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, identify dates of prior employment, positions held, supervisor(s), and reason(s) for leaving: _____	
FOR APPLICANTS APPLYING FOR POSITIONS INVOLVING DRIVING A MUNICIPAL OWNED VEHICLE	
Do you have a valid Indiana driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Driver's License No.: _____	
Identify the type of license: _____ Chauffeur _____ CDL _____ Other _____	
Expiration Date: _____	

EDUCATION

Education	Name of School & Address	Major / Area of Study	Did you obtain a diploma, degree or certificate?
High School			
Community College/ Trade School			
College/University			
Graduate School			

List other completed classes, academic honors, additional skills or training which may be applicable to position for which you are applying:

REFERENCES (Business, Educational or Professional: Previous Supervisors Preferred)

Name	Name
Company	Company
Telephone	Telephone
Please describe business relationship, years known	Please describe business relationship, years known

EMPLOYMENT HISTORY (Please list all previous employment, beginning with present or most recent. If additional space is required, please attach a separate page.)

Company	Address	Telephone
Date (month/year) From: To:	Rate of Pay Starting \$ Ending \$	May we Contact? Yes _____ No _____
Duties & Responsibilities		

Company	Address	Telephone
Date (month/year) From: To:	Rate of Pay Starting \$ Ending \$	May we Contact? Yes _____ No _____
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Date (month/year) From: To:	Rate of Pay Starting \$ Ending \$	May we Contact? Yes _____ No _____
Duties & Responsibilities		

APPLICANT CERTIFICATION

I certify that the answers and information provided in this application and any accompanying resume or other materials are true and complete. I understand that if I have provided any false or misleading information, or if I have omitted any material information, in connection with my application for employment, I will be disqualified for consideration for employment, or, if discovered after an offer of employment has been made accepted, I will be subject to immediate discharge.

Except where I have indicated above, I authorize the Town of Speedway, its agents, employees, and representatives to contact my present and former employers, references, school, and other sources to investigate my background and to verify any of the information contained in this application, in any accompanying resume, or in any interview. I further authorize those employers, references, schools, and other sources to provide the Town of Speedway, its agents, employees, and representatives, any and all information concerning my previous employment, education, conduct, and any other relevant information they may have, personal or otherwise.

I hereby release and forever discharge all persons and entities, including the Town of Speedway, its agents, employees, and representatives, from any and all liability for any damages that may result from furnishing such information to the Town of Speedway, its agents, employees, or representatives, as well as from the use or disclosure of such information.

I understand that this application for employment is not a contract of employment and that if I am hired, my employment will be at-will and may be terminated without cause and without notice by me or the Town of Speedway.

I certify that no representations have been made to me, written or oral, promising employment for any definite term or otherwise altering the at-will nature of any employment relationship. I understand that the at-will relationship may not be changed unless specifically acknowledged in writing by the Town of Speedway's duly authorized representative in a document signed by both me and such representative.

I understand that the Town of Speedway may require me to take a pre-employment drug screening test as a condition of employment. I further understand that if I refuse to take such a test, or if I fail such a test, I will be disqualified for consideration for employment.

Applicant's Full Signature:

Date:
