



# ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the Human Resources Department. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) applied for: \_\_\_\_\_

Date of Application: \_\_\_\_\_

How did you hear about the position?

Advertisement:      Relative:      Inquiry:      Website:      Friend:      Employment Agency:

Other: \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Middle

Mailing Address: \_\_\_\_\_

Street

Apt.

City

State

Zip

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Mobile/Other: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Best time to contact you at home is: \_\_\_\_\_ am      pm

Have you ever submitted an application to Allen Co. Board of DD? Yes      No      If Yes, when? \_\_\_\_\_

Have you ever been employed by Allen Co. Board of DD? Yes      No      If Yes, when? \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes      No

If you are under 18, can you furnish a work permit? Yes      No

Do you have a valid driver's license? Yes      No      State / Number: \_\_\_\_\_

Are you able to meet all of the attendance requirements of this position? Yes      No

Are you able to work overtime if necessary? Yes      No      Will you travel if the position requires it? Yes      No

Do you have any friends / relatives currently employed by Allen County Board of DD? Yes      No

If yes, who? \_\_\_\_\_

What is your desired salary range or rate of pay: \$ \_\_\_\_\_ per \_\_\_\_\_

Date available for work: \_\_\_\_\_

Type of employment desired:      Full Time      Part Time

**Employment History:** Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

1. From/To \_\_\_\_\_ Employer/Organization \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_

Job Duties/Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

2. From/To \_\_\_\_\_ Employer/Organization \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_

Job Duties/Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

3. From/To \_\_\_\_\_ Employer/Organization \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_

Job Duties/Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

4. From/To \_\_\_\_\_ Employer/Organization \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_

Job Duties/Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

Please Explain Any Gaps in Employment:

Have you ever been fired or asked to resign from a job? Yes      No

If yes, please explain

<b>EDUCATION</b>
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	<b>Name and Address of School</b>	<b>Course of Study</b>	<b>Years Completed</b>	<b>Diploma/Degree Obtained</b>
<b>High School</b>				
<b>Undergraduate College</b>				
<b>Graduate Professional</b>				
<b>Other (specify)</b>				

**Related Information:** Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

<b>Organization</b>	<b>Offices Held</b>

Please discuss your interest in employment with Allen County Board of DD and any qualifications beyond what is reflected in your application. Use additional sheets if needed.

**References:** Please provide the names and telephone numbers of three professional references who are not related to you and are not previous supervisors. If professional references are not available, provide school or personal references who are not related to you.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Applicant Statement and Signature:**

I certify that all information I have provided in order to apply for and obtain employment with Allen County Board of DD (ACBDD) is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with ACBDD and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give ACBDD the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting ACBDD in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, ACBDD, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding ACBDD, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with ACBDD is of an "at will" nature, which means that I am free to resign at any time and ACBDD reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by ACBDD at any time. I understand that no representative of ACBDD is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

*DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.*

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_