



Town of Waterloo

280 S. Wayne St.
P.O. Box 96
Waterloo, IN 46793
260.837.7428

APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment opportunities is available to all persons without regard to race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, ancestry, age, disability, veteran status, genetic information, or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

Application information

Full name: _____ Date: _____
Last First M.I.

Address: _____ Phone: _____
Street address Apt/Unit #

Address: _____ Phone: _____
Mailing address

_____ Email: _____
City State Zip Code

Date Available: _____ S.S. no: _____ Desired salary: \$ _____

Position applied for: _____

Type of Employment Full-time Part-time Internship Seasonal Temporary

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

Are you at least 18 years of age? Yes No

Driver's License Number _____ State _____ Date of Birth _____

Have you ever worked for this company? Yes No If yes, when? _____

Have you ever been convicted of a felony? Yes No If yes, explain? _____

Education

High school: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Employment History Continued

Explain any gaps in your employment, other than those due to personal illness, injury, or disability.

If not addressed previously, have you ever been fired or resigned from a job? Yes No

If yes, please explain:

Skills and Qualifications

Summarize any special training, skills, languages, and/or certifications that may assist you in performing the position for which you are applying.

Explain the reasons you would make a valuable employee for the Town:

Military Service

Branch: _____ From: _____ To: _____

Rank at discharge: _____ Type of discharge: _____

If other than honorable, explain:

References

Please list three professional references.

Full name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge.

I hereby authorize and request all persons to whom this request (original or reproduction) is presented, having information relating to or concerning me, to furnish such information to the Town of Waterloo Town Manager, Town Clerk, or Town Council.

I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory, or common law privileges. I hereby expressly waive all privileges which may attach to such communication or disclosure and release all persons, firms, and corporations from all claims, of any nature, as a result of said communication or disclosure:

Information to be disclosed: **Criminal History Check**
Past/Present Employment
Driving Records Check
Personal References

Any background material/information relevant to reputation and/or moral character
These records will be retained on file in the Town Clerks Office

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

