CITY OF Westfield INDIANA

Employment Application

CIVILIAN CRIMINALIST
CRIME SCENE SPECIALIST

The City of Westfield is an affirmative action/equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

Please fill out this application in its entirety. Any applicant who provides unrequested information will be automatically rejected.

Applicant Information

Full Name: _____ Date: _____

Last *First* *M.I.*

Address: _____

Street Address *Apartment/Unit #*

_____

City *State* *ZIP Code*

Phone: **( )** E-mail Address: _____

Date Available: Type of Employment Desired Full-time ☐ Part-time ☐ Desired Salary: **$**

Position Applied for: _____

Are you at least 18 years of age? YES ☐ NO ☐ If you are under 18 and it is required, can you furnish a work permit? YES ☐ NO ☐

Are you legally eligible for employment in the United States? YES ☐ NO ☐

Are you able to perform the functions of the job for which you are applying with or without reasonable accommodation? YES ☐ NO ☐

Have you ever worked for the City of Westfield? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES* ☐ NO ☐

**Answering "yes" to the question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.*

If yes, explain: _____

Education

High School: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

College: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

Professional Licenses or Certificates: _____

References

LIST THREE PERSONS, OTHER THAN RELATIVES OR PERSONAL FRIENDS, WHO HAVE KNOWLEDGE OF YOUR WORK EXPERIENCE AND/OR EDUCATION.

Please list three professional references.

Full Name: Relationship:

Company: Phone: **( )**

Address:

Full Name: Relationship:

Company: Phone: ( )

Address:

Full Name: Relationship:

Company: Phone: **( )**

Address:

Previous Employment

PLEASE LIST MOST RECENT EMPLOYER FIRST

Company: Phone: **( )**

Address: Supervisor:

Job Title: Starting Salary: **$** Ending Salary: **$**

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: Phone: **( )**

Address: Supervisor:

Job Title: Starting Salary: **$** Ending Salary: **$**

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: Phone: **( )**

Address: Supervisor:

Job Title: Starting Salary: **$** Ending Salary: **$**

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service
IF APPLICABLE

Branch: From: To:

Disclaimer and Signature
PLEASE READ CAREFULLY BEFORE SIGNING

By signing this application, I declare that the information provided by me is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on this application may preclude an offer of employment, or may result in a withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time the misrepresentation or omission is discovered.

In connection with my application for employment, the City of Westfield, its employees and its agents are authorized by me to conduct a background investigation to assess my suitability for employment, and may contact any sources necessary to do so. I hereby release the City of Westfield, its employees, agents, officers, affiliates, successors and assigns, and any persons or entities contacted by the City of Westfield in order to undertake an investigation of my suitability for employment, from any legal claims I might assert arising from such investigation (Including, but not limited to, claims for invasion of privacy and defamation).

Signature: Date:

City of Westfield Important Notice to Applicants

Disability Accommodation Available for Applicants I understand that if I require an accommodation for a disability so that I may participate in the selection process I am encouraged to contact the City of Westfield Human Resources Manager at (317) 804-3005, or via email at: dpeyton@westfield.in.gov.

Equal Opportunity/Affirmative Action Employer and Educator The City of Westfield is an Equal Opportunity/Affirmative Action Employer. Consistent with this commitment, qualified individuals are considered for employment and employees are treated during employment without regard to any legally protected status, including age, race, creed, color, ex-offender status, national origin, sexual orientation, military status, gender, disability, predisposing genetic characteristics, marital status, domestic violence victim status, or veteran status. I understand that if I become employed with the City of Westfield, it is the City's expectation that I will comply with all anti-discrimination laws and support the City's commitment to diversity and inclusion.

Application Fraud & Misrepresentation I certify that all statements (verbal and written) made on any and all material collected during the hiring process are true, complete and accurate and I understand that misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at the City of Westfield and is cause for immediate termination if employed.

Reference and Background Checking Applying for a specific job authorizes the City of Westfield to contact any of your schools, your current* and former employers, or other references for the purpose of verifying information and/or obtaining an account of your education, work experience and skills. By applying for a job you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information. Please note that for some positions a more extensive background check is part of the employment decision making process and you will need to sign any necessary disclosure and release forms including, but not limited to, a "Disclosure and Release of Information Authorization" form as part of the hiring process. (* Please note that the point at which your prospective hiring supervisor will contact your employer may vary; however, this is most commonly done on a pre-employment basis usually after the initial interview. This practice is rarely performed on a pre-interview basis. If you have concerns about having your current employer contacted, please communicate those concerns to the person who conducts your initial interview to determine what, if any, alternatives exist.)

Employment Eligibility Verification All offers of employment by the City of Westfield are contingent on the provision of satisfactory proof of your identity and legal authority to work in the United States. You must comply with the requirements of the Immigration and Naturalization Service's Employment Eligibility Verification (I-9 Form).

Offers of Employment Please be advised that the City of Westfield will not be bound by offers or conditions of employment other than those made in official offer letters.

Employment At-Will If you are offered and accept employment with the City of Westfield, your employment will be employment "at-will," which means you may terminate the employer-employee relationship at any time, for any reason or for no reason at all. It also means that the City of Westfield may terminate your employment at any time, with or without notice, for any non-discriminatory reason or no reason at all. If you have any questions regarding employment at-will, please contact the City of Westfield Human Resources Manager at (317) 804-3005, or via email at: dpeyton@westfield.in.gov.

INITIAL _____