LAKE COUNTY JUVENILE JUSTICE COMPLEX

APPLICATION FOR EMPLOYMENT

3000 W. 93rd Ave., Crown Point, IN 46307

INSTRUCTIONS ON HOW TO SUBMIT THIS APPLICATION

This employment application may be submitted using one of the following methods:

1. Fill out this form electronically using the Adobe Reader. Make sure to enter your full name in the signature box and date it. Save the form to your local computer and e-mail it as an attachment to almpay@lakecountyin.org. **We encourage you to use this method of submitting your application.**

2. Print this form and complete it by hand. Please print legibly. Make sure to sign and date the form. You may then:

a. Scan and e-mail it to almpay@lakecountyin.org
b. Fax it to (219) 736-2893
c. Mail to or deliver in person to:

Lake County Juvenile Justice Complex
c/o Alma Payne, Personnnel Assistant
3000 West 93rd Ave
Crown Point, IN 46307

Questions? Phone: (219) 660-6918

LAKE COUNTY JUVENILE JUSTICE COMPLEX

APPLICATION FOR EMPLOYMENT

3000 W. 93rd Ave., Crown Point, IN 46307

Date of Application

PLEASE PRINT

Name: Last First Middle

Address: Street City State IN Zip

Home Phone Number Cell Phone Number

Social Security Number

THIS SECTION MUST BE COMPLETED - NO BLANK SPACES

Position Objective

Position(s) desired or area(s) of interest

Are you looking for full-time employment? ◯ Yes ◯ No

If no, what hours are you available?

When can you start? Desired Wage:

Personal History

Gender: ◯ Female ◯ Male ◯ Choose not to disclose

Race: ◯ African-American ◯ Hispanic ◯ Caucasian ◯ American/Indian/Native Alaskan ◯ Multi-Racial ◯ Pacific Islander ◯ Other ◯ Asian ◯ Choose not to identify

Are you currently employed elsewhere? ◯ Yes ◯ No

If yes, do you plan to continue with your current employer? ◯ Yes ◯ No

Have you ever worked for a local, state or government entity? ◯ Yes ◯ No If yes, where?

Are you legally entitled to work in the United States? ◯ Yes ◯ No

Did you serve in the United States Armed Forces? ◯ Yes ◯ No Date of service to

Rank

Relevant skills and training acquired during military service

Do you hold elected office? ◯ Yes ◯ No

Personal History (continued)

Have you ever been employed by Lake County Government? ◯ Yes ◯ No

Have you ever applied to the Juvenile Division before? If yes, when _____ Where _____

Referred by: _____ Applied on my own _____

Are you related to or know anyone working for Juvenile Court? ◯ Yes ◯ No

If yes, name of person (s): _____

List ALL people you may know and/or have past dealings with that work for Lake County Government, including Juvenile Court: _____

List 3 References **(No Relatives or Employees of Juv. Court)** **Name and Telephone Number** **(This section must be completed)**

Name: _____ _____ _____

Phone: _____ _____ _____

EDUCATION HISTORY

Type of School	Name, Address, City & State	Degree/Area of Study	Dates Attended From/To	Graduated (Check One)
High School				◯ Yes ◯ No
Junior College				◯ Yes ◯ No
College				◯ Yes ◯ No
Graduate School				◯ Yes ◯ No
Other				◯ Yes ◯ No

In addition to your work history, are there other skills, qualifications or experience that we should consider? _____

Security

Have you ever been convicted of a felony? ◯ Yes ◯ No

Have you ever been on Probation or participated in a deferral program? ◯ Yes ◯ No

Offense: _____

Disposition (include any suspended sentence, fines, probation, deferred adjudication, or similar disposition) _____

Security (continued)

Have you ever been convicted of a misdemeanor? ◯ Yes ◯ No

If yes, when and for what?

*Conviction of a crime is not an automatic bar to employment. All relevant circumstances surrounding a conviction will be considered in relation to specific job requirements, including how long ago the conviction occurred and the crime involved.

Employment History to be completed by applicant

Begin with most recent or present employer. Give all information requested, even if duplicated on your resume.
Estimate weekly earnings if on commission. May we contact your present employer? ◯ Yes ◯ No

Date From mm/yyyy	Date To mm/yyyy	Name/Address/Phone# of Employer	Positions Held/ Supervisor	Responsibilities	Wages Starting/Ending	Reasons for Leaving

*Attach additional information if necessary

Write a paragraph as to why you wish to work at the Lake County Juvenile Justice Complex

I hereby certify that the information contained in this application is true, complete, and accurate. I understand that any falsification or misrepresentation in this application may disqualify me from consideration for employment or may result in discipline or discharge from employment. I understand that, under certain circumstances, I may be entitled under federal law to request in writing and receive from the Juvenile Division disclosure of the nature and scope of certain aspects of the Juvenile Division investigation. I understand that the result of any pre-employment investigation, including any information or report received in connection with the investigation, may be made known to other Juvenile Division personnel involved in the hiring process. I consent to the dissemination of the results of any investigation to such personnel, and I release the Juvenile Division from any liability for any damage I may suffer by reason of the Juvenile Division's investigation. If hired, I agree to conform to the rules and regulations of the Juvenile Division, and understand that my employment is at will and can be terminated, with or without notice, at any time, at the option of either the Juvenile Division or myself. I understand that no employee or other representative of the Juvenile Division, other than the Senior Judge, has any authority to alter the at-will status of my employment. I understand that if hired I may be required to furnish proof of age and will be required to furnish proof that I am legally entitled to work in the United States.

If filing electronically, Lake Superior Court - Juvenile Division requires that you certify your application by submitting an electronic signature. To certify your application, type your full name below, enter today's date and click the check box.

Signature of Applicant _____ Date: _____

☐ By signing my name electronically, I agree to the terms and conditions of this employment application