

**Town of Walkerton**  
300 Illinois Street Walkerton, In. 46574  
(574) 586-3711

# APPLICATION

(PLEASE PRINT)

Name \_\_\_\_\_  
Last First Middle

Any other name by which you have been known – include maiden names

Address \_\_\_\_\_  
Street City State Zip

Home Telephone ( ) \_\_\_\_\_ Business ( ) \_\_\_\_\_ Cellular ( ) \_\_\_\_\_

Present Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Have you ever applied for a position with the Town of Walkerton in the past?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, when? \_\_\_\_\_

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Each of the following criteria must be met, along with  
proper documents attached to properly  
process your application.

- A. BASIC ELIGIBILITY REQUIREMENTS**
- 1. Must be a United States Citizen**
  - 2. Must be at least 18 years of age. (21 for police application)**
  - 3. Must be a high school graduate. Evidenced by a transcript issued by a accredited high school.**
  - 4. Must possess a valid unrestricted driver license.**
  - 5. Must be willing, if appointed to reside within the Walkerton area.**
- B. COPIES OF THE FOLLOWING DOCUMENTS ARE REQUIRED**
- 1. DD214 (Armed Services Discharge).**
  - 2. High School diploma or GED diploma.**
  - 3. High School transcripts.**
  - 4. College transcripts.**
  - 5. Birth certificate.**
  - 6. Valid driver's license.**

**FACTORS THAT INCREASE EMPLOYMENT CONSIDERATIONS**

- 1. Education**
  - a. College Degree**
  - b. Education beyond high school**
- 2. College internships**
- 3. Volunteer community service**

**POSITION APPLIED FOR:**

\_\_\_\_\_ **Full time / Part time**

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## **INSTRUCTIONS**

- 1. Read each item carefully.**
- 2. This form must be clearly printed or typed in ink.**
- 3. All items must be completed, and necessary documentation submitted with application.**
- 4. The completed form must be returned to the Town of Walkerton prior to the designated deadline.**
- 5. Applications submitted after the deadline will not be processed.**

## **APPLICATION INFORMATION**

- 1. All applicants may participate in the Written Examination. All applicants receiving a passing score may participate in the Physical Agility Test. (Police only)**

**Photo must be attached,  
or application will not be processed.**



**Photograph is to be front view,  
head and shoulders, approximately 2 ¼ inches  
square or no larger than 5 x 3 inches.  
Photograph must be recent or taken within the past six months.**

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**Date** **Applicant Signature**

**Name** **Last** **First** **Middle**

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Are you a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ Social Security # \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Past Addresses**

| Street and Number | City, State, Zip | From  | To    |
|-------------------|------------------|-------|-------|
| _____             | _____            | _____ | _____ |
| _____             | _____            | _____ | _____ |
| _____             | _____            | _____ | _____ |
| _____             | _____            | _____ | _____ |
| _____             | _____            | _____ | _____ |
| _____             | _____            | _____ | _____ |

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**Military History and Status**

| Organization | Dates of Service | Rank or Grade | Reason for Leaving |
|--------------|------------------|---------------|--------------------|
| _____        | _____/____       | _____         | _____              |
| _____        | _____/____       | _____         | _____              |
| _____        | _____/____       | _____         | _____              |

**Military Citations or Other Service Awards Received** \_\_\_\_\_

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Are you now a member of a Military Reserve Unit? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what rank? \_\_\_\_\_

Give the name and location of unit to which you are assigned \_\_\_\_\_

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## EMPLOYMENT HISTORY

Start with your present or last regular job. List all previous jobs, including part time, and give the information requested for each job. Use a separate piece of paper if necessary.

Employer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Salary Start \_\_\_\_\_ Salary Finish \_\_\_\_\_ Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's full name & title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Describe in detail the work you did \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Salary Start \_\_\_\_\_ Salary Finish \_\_\_\_\_ Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's full name & title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Describe in detail the work you did \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Salary Start \_\_\_\_\_ Salary Finish \_\_\_\_\_ Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's full name & title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Describe in detail the work you did \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

List at least six reliable persons, other than relatives and/or past employers or supervisors, who know you well enough to supply us with information about you. They must have known you for at least one year.

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business/Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business/Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business/Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business/Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business/Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business/Occupation \_\_\_\_\_

# EDUCATION

(Attach transcripts)

High School \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Graduation date \_\_\_\_\_

Extra curricular activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## College or Technical School

College \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Graduation date \_\_\_\_\_ Degree \_\_\_\_\_

Extra curricular activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other Education or Training:** (In this section, list any vocational, certificates or technical training that you have received or any apprenticeship programs you may have been a part of.)

| School location | Type of training | From  | To    |
|-----------------|------------------|-------|-------|
| _____           | _____            | _____ | _____ |
| _____           | _____            | _____ | _____ |
| _____           | _____            | _____ | _____ |

List any special skills, training experiences, etc. that you have acquired. Include languages other than English and degree of proficiency.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **QUALITIES NEEDED TO BE SUCCESSFUL**

**Are you willing to:**

**Work holidays and weekends?**

**Work rotating shifts, sometimes with very little advanced notice?**

**Work overtime, sometimes with very little notice?**

**Work with little break time and no scheduled mealtime, often eating while performing job duties?**

**Have all of your telephone calls monitored and recorded?**

**Talk to callers who are emotionally upset, for example, persons who are depressed, excited, frightened or angry?**

**Make an immediate decision, which may effect a life?**

**Remain emotionally detached in order to respond to situations in a positive, mature and helpful manner?**

**Maintain an independent thought process and make decisions on your own yet still maintain the ability to be a team worker?**

**Tolerate abusive or threatening language both on the telephone and in person and realize such behavior is because of a problem the individual is going through?**

**Work in close proximity with co-workers?**

**Handle a heavy volume of calls, or deal with a heavy workload with very little time between situations?**

**Work in a noisy environment?**

**Take direction from many supervisors?**

**If you feel you possess all of the above skills and have a clear criminal history in order to pass a background investigation, this department welcomes your application.**