



Winchester **Senior Center**
Wabash County **Transportation**
Community **Cupboard**

Application for Employment

Thank you for considering Living Well in Wabash County in your job search. To make the best match between your skills and experience with our current needs and requirements, we need a clear and accurate understanding of your background. Please print, completing all sections of this employment application and providing full information, even if you have already included a resume. If a request for information is not applicable, write "NA" (not applicable).

Living Well in Wabash County CoA, Inc. is a non-profit agency managing Winchester Senior Center, Wabash County Transportation and Community Cupboard food pantry, and Living Well Downtown.

Please note that all applicants who receive an offer of employment may be required to submit to a substance abuse testing and/or criminal background checks.

Personal Information

Name (Last, First, MI)	Preferred Name	Date of Application	
Social Security Number	Email Address		
Address	City	State	ZIP
Home Phone	Work Phone	Cell Phone	

Other names under which you have worked or attended school.

3. Employer Phone (including area code)

Address City State ZIP

Job Title Full name while employed (if different) Dates employed: mo/yr to mo/yr

Job Duties

Starting annual/hourly compensation Ending annual/hourly compensation Full or Part time?

Please explain your reason for leaving:

Immediate supervisor Supervisor's Phone number (including area code)

References: List only those we may contact at this time. References should be able to speak to your work performance.

1. Name Title

Company Daytime Phone

2. Name Title

Company Daytime Phone

3. Name Title

Company Daytime Phone

Educational Background:

High School Attended	Years Completed	Diploma or Degree Received
	1 2 3 4	

College or other education	Years Completed	Diploma or Degree Received
	1 2 3 4	

College or other education	Years Completed	Diploma or Degree Received
	1 2 3 4	

Special training, certifications and licenses:

List job related knowledge and skills:

List specific software (Microsoft Word, etc.) in which you are proficient:

List other skills you feel would be useful in this position (for example, a second language).

Terms of Employment

I certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand and agree that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I authorize Living Well in Wabash County (LWWC) and/or its agents to investigate my references, work record (except current employer, if marked "no"), education, criminal record and other matters related to my suitability for employment, including, but not limited to, my job performance and attendance records. Further, I authorize my former employers to disclose to the LWWC any and all information related to my work record, without giving me prior notice of such disclosure. In addition, I hereby release LWWC my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities in any way related to such investigation or disclosure.

I understand that, if hired, I will be required to provide approved documentation that verifies my right to work in the U.S.

I understand that nothing contained in the application or conveyed during any interview is intended to create an employment contract between LWWC and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either me or LWWC, and that no promises or representations contrary to the foregoing are binding on LWWC unless made in writing and signed by LWWC CEO, Board President and me.

I understand and agree that if employed by LWWC I will comply with all LWWC policies and procedures as outlined in the Employee Handbook and Policy and Procedure Manual.

Signature of Applicant

Date

Living Well in Wabash County
239 Bond St.
PO Box 447
Wabash, IN 46992