



# APPLICATION FOR EMPLOYMENT

The Indiana Rail Road Company (INRD) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, marital or veteran status, medical condition or disability, or any other basis prohibited by applicable law.

**(Please print in ink or type)**  
**PERSONAL INFORMATION**

**Date of Application:** \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: (\_\_\_\_) \_\_\_\_\_ Alternate phone: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Driver's license state and number: \_\_\_\_\_ (Note: A driver's license is not required for every position.)

Are you 18 years of age or older? \_\_\_ Yes \_\_\_ No (If not, employment is subject to verification of minimum legal age requirement.)

Are you legally eligible for employment in the United States? \_\_\_ Yes \_\_\_ No (Note: If not, and if hired, you will be required to furnish proof of U.S. Citizenship or your authorization to work in the U.S. as specified under U.S. Immigration laws.)

## GENERAL INFORMATION

Position(s) applying for: \_\_\_\_\_ Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

Was a job description included with this Application for Employment? \_\_\_ Yes \_\_\_ No

If Yes, please give the job title listed on the job description: \_\_\_\_\_

If part-time, specify days and/or hours: \_\_\_\_\_

Check location(s) interested in working at: \_\_\_ Indianapolis \_\_\_ Terre Haute \_\_\_ Jasonville  
\_\_\_ Switz City \_\_\_ Palestine

Check the following that you will work: \_\_\_ Days \_\_\_ Nights \_\_\_ Saturdays \_\_\_ Sundays  
\_\_\_ Overtime \_\_\_ Relief or swing shift

Are you willing to relocate? \_\_\_ Yes \_\_\_ No Can you travel if the job requires it? \_\_\_ Yes \_\_\_ No

Date available to work: \_\_\_\_\_

Do you have any relatives or friends who work here? \_\_\_ Yes \_\_\_ No

If Yes, list name(s) of relatives: \_\_\_\_\_

Friends: \_\_\_\_\_

Have you previously applied to INRD? \_\_\_ Yes \_\_\_ No If Yes, where, when, and for what position(s)?  
\_\_\_\_\_

Have you ever been employed by INRD? \_\_\_ Yes \_\_\_ No If Yes, give dates: \_\_\_\_\_

Are you on furlough (laid off) and subject to call? \_\_\_ Yes \_\_\_ No Date subject to recall: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

List all job activities and other experience, including self-employment, volunteer work, part-time work while in school, and U.S. military service, for the past 10 years. Also list significant experience prior to this period, beginning with the most recent. Please attach an additional sheet of employment experience, if necessary.

Employer (present or most recent):	Street address, city, state, Zip code:
Supervisor (name and title):	Your job title:
Description of your duties:	From (month/year): _____ To (month/year) _____ Rate of pay: \$ _____ per _____ Reason for leaving:

May we contact you at your present place of employment? \_\_\_\_ Yes \_\_\_\_ No If Yes, please provide telephone number:

(      )

Employer:	Street address, city, state, Zip code:
Supervisor (name and title):	Your job title:
Description of your duties:	From (month/year): _____ To (month/year) _____ Rate of pay: \$ _____ per _____ Reason for leaving:
Employer:	Street address, city, state, Zip code:
Supervisor (name and title):	Your job title:
Description of your duties:	From (month/year): _____ To (month/year) _____ Rate of pay: \$ _____ per _____ Reason for leaving:

Have you worked for any other railroad(s)? \_\_\_\_ Yes \_\_\_\_ No If Yes, complete the following:

Railroad	State	Position held	Service	Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact:

**Do not contact:** Employer: \_\_\_\_\_ Reason: \_\_\_\_\_

Have you ever been involuntarily terminated from any previous position? \_\_\_\_ Yes \_\_\_\_ No If yes, please explain:

\_\_\_\_\_

List periods of unemployment of a month or more between schooling, military or employed periods during the past ten (10) years. Provide names and addresses of persons other than relatives who can verify.

From (month/year):	To (month/year):	Name:	Address (city & state) and telephone

Other occupational skills (please ✓ and indicate number of years):

<u>Years</u>		<u>Years</u>		<u>Years</u>	
___ Adding machine	___	___ Locomotive engineer	___	___ Truck driver	___
___ CRT equipment	___	___ Conductor	___	___ Heavy equip. oper.	___
___ Calculator	___	___ Brakeman/switchman	___	___ Crane operator	___
___ PC computer skills	___	___ Railroad dispatcher	___	___ Painter	___
___ Data entry	___	___ Electrician	___	___ Plumber	___
___ Shorthand	___	___ Machinist	___	___ Pipefitter	___
___ Typing	___	___ Railroad car repair	___	___ Carpenter	___
				___ Drafter/engineer	___

State any additional work-related information you think would be helpful to us in considering your application: \_\_\_\_\_

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? \_\_\_ Yes \_\_\_ No If Yes, please explain: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_ Yes \_\_\_ No If Yes, state offense, penalty, and date of occurrence: \_\_\_\_\_

A conviction in itself does not constitute an automatic bar to employment and will be considered insofar as it relates to performing the job in question.

**U. S. MILITARY SERVICE**

Service branch:	Initial rank:	From (mo./yr.):	To (mo./yr.):	Final rank:	Specialty:
What type of training and/or education did you receive while in the military?					Reserves ___ Yes ___ No

**EDUCATION (circle highest grade completed):**

Grade School	High School	College/University	Graduate School	Trade School
1 2 3 4 5 6 7 8	1 2 3 4	1 2 3 4	1 2 3 4 5 6	1 2 3 4

	Name & location of school/ institution (city & state)	No. of years attended	Degree/certificate received	Course of study
High School				
College/University				
Graduate School				
Trade School				

Describe any specialized training, apprenticeship, skills and extracurricular activities: \_\_\_\_\_

List professional, trade, business or civic activities and offices held (You may exclude membership that would reveal gender, race, religion, national origin, age, disability or any other protected status): \_\_\_\_\_

Except for vacations and holidays, how may work days were you absent during the past calendar year?

\_\_\_ 0-5 days \_\_\_ 6-10 days \_\_\_ 11-15 days \_\_\_ 16-20 days \_\_\_ 21+ days

This company has a policy of assuring that the work environment is free from harassment and discrimination. Have your ever been accused of sexual or other harassment or employment discrimination? \_\_\_ Yes \_\_\_ No

If Yes, explain: \_\_\_\_\_

**REFERENCES. List a minimum of two (2) persons, not related to you, who are qualified to answer questions concerning past employment and/or educational experience:**

Name	Company & Position	Address	Area Code/Telephone

**APPLICANT: READ STATEMENTS BELOW CAREFULLY BEFORE SIGNING THIS APPLICATION. I HEREBY CERTIFY:**

1. The answers I have given to the foregoing questions and statements are true and correct, without mental reservation of any kind, and I authorize The Indiana Rail Road Company (INRD) to verify them.
2. If I obtain employment from this Application, I agree to comply with all orders, rules and regulations of INRD and the federal government.
3. I acknowledge that neither this Application nor any statement made to me during the hiring process or thereafter shall be considered a contract of employment of any kind. Where such a contract is intended, I understand that it will be separately entered into and signed by the Director, Human Resources. Absent such a contract, I understand that, if hired, my employment will be terminable-at-will, with or without cause or notice either by INRD or me, except as otherwise provided by the terms of a union contract applicable to me. I understand that I am not being employed for any specified or definite period of time, and that this application is not and is not intended to be a contract, offer, statement or confirmation of or for continued employment. I understand that any employee handbook or manual does not represent an employment contract if I am hired. INRD may alter, modify, amend or terminate any of its policies and benefits, as to both active and retired employees
4. I acknowledge that I have signed the attached release authorizing INRD to perform all checks of my credentials as allowed by law and obtain information or documentation that INRD, in its sole discretion, believes may have relevant information regarding my suitability for employment, and that, whenever requested by INRD, I will supply satisfactory documentary evidence in verification of any statement contained hereon.
5. That the position I am offered may require a medical examination including drug screening, x-rays, vision (including color) and hearing examinations, and I consent to the release to INRD of any and all medical information as deemed necessary, and that my offer of employment may be revoked should the medical examination indicate that I am not able to perform the job consistent with state and federal laws.
6. That I agree to immediately notify INRD if I should be convicted of a felony or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.
7. That I have read and understand all of the above and hereby warrant the information in the Application (and accompanying resumé, if any) is true and complete. **I understand that any false information or omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

INRD maintains an active application file for one (1) year. If you wish to activate your application for any position during that time, please notify the Director, Human Resources. **Return this application to:**

Director, Human Resources, The Indiana Rail Road Company, 101 W. Ohio Street, Suite 1600, Indianapolis, IN 46204

THIS FORM WILL NOT BECOME A PART OF YOUR  
PERSONNEL FILE IF YOU ARE HIRED

**RELEASE**

In consideration of The Indiana Rail Road Company's evaluation of my suitability for employment, I hereby authorize The Indiana Rail Road Company to perform all checks of my credentials as allowed by law, including, but not limited to, discussions with: former and current supervisors, coworkers, friends, business associates, or other individuals that The Indiana Rail Road Company, in its sole discretion, believes may have relevant information regarding my suitability for employment. I further authorize The Indiana Rail Road Company to perform checks on my credentials with the following additional individuals or entities:

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and such other checks as The Indiana Rail Road Company deems appropriate. I agree not to assert any claims or causes of action of any kind against The Indiana Rail Road Company, its agents, its employees, or any individual contacted by The Indiana Rail Road Company arising out of The Indiana Rail Road Company's investigation. I further release and forever discharge The Indiana Rail Road Company from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever arising from The Indiana Rail Road Company's investigation of my credentials. I acknowledge that The Indiana Rail Road Company has made no representations of any kind as to whether employment will be offered at the conclusion of its investigation. I further understand that I am being considered for a position that involves at-will employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**THE INDIANA RAIL ROAD COMPANY  
VOLUNTARY SURVEY  
CONFIDENTIAL**

**Completion of this form is optional.** It is the policy of The Indiana Rail Road Company to provide employment, training, compensation levels, transfer or promotion opportunities and all other aspects of employment without regard to race, national origin, age, sex, religion, marital status, handicap, veteran status or any other non-job-related characteristics except where age, sex or physical ability constitute a bona fide occupational qualification necessary for job performance.

The Indiana Rail Road Company is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to **voluntarily** self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Please be advised that your survey is not part of your official application for employment. **Although we would greatly appreciate your voluntary cooperation, refusal to complete this form will not subject you to adverse treatment or affect the hiring decision on your application.**

***Please print***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) being applied for at The Indiana Rail Road Company:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Check one:       Male       Female

Age \_\_\_\_\_

- Check one (race/ethnic group):
- White (not of Hispanic or Latino origin)
  - Black or African American (not Hispanic or Latino)
  - Hispanic or Latino
  - American Indian or Alaskan Native (not Hispanic or Latino)
  - Asian (not Hispanic or Latino)
  - Native Hawaiian or Pacific Islander (not Hispanic or Latino)
  - Two or more races (not Hispanic or Latino)
  - Other (please specify) \_\_\_\_\_

- Check if any of the following are applicable:
- Handicapped
  - Viet Nam Era (1964-1975) Veteran
  - Disabled Veteran (any era)

**THIS FORM WILL NOT BECOME A PART OF YOUR  
PERSONNEL FILE IF YOU ARE HIRED**