



**Warren County Veteran Service Officer  
Job Opening**

Part-time / non-exempt  
Biweekly Salary \$457.61

Veteran Service Officer is responsible for counseling, advising, and assisting Warren County military service veterans, survivors, and dependents in obtaining benefits.

Duties include assisting in filling out veteran claims, advising, educating, and helping on what benefits they may be eligible for from federal, state, and local government, and representing veterans in VA hearings.

This job will require confidentiality, knowledge of standard office procedures, and community outreach. Applicants must have High School Diploma or GED, ability to serve under Director of Indiana Dept of Veteran Affairs attaining/maintaining required training certification, be an honorably discharged veteran who has at least six months of active service in the armed forces of the United States and be or become a resident of Indiana within 6 months of start date.

Please send resume and Warren County application to  
[hr@warrencounty.in.gov](mailto:hr@warrencounty.in.gov)  
Resume with application will be reviewed on a rolling basis

**Warren County is an equal opportunity employer**



## Warren County, IN

### Employment Application - Warren County is an Equal Opportunity Employer

If you need assistance with application, please contact: HR/ADA Coordinator phone: 765-764-5880 email: [hr@warrencounty.in.gov](mailto:hr@warrencounty.in.gov)

Address: 14 Railroad St Williamsport, IN 47993

**Please include resume with application**

#### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you interested in Full-Time or Part-time? \_\_\_\_\_ Preferred method of contact: \_\_\_\_\_

Have you ever worked for Warren County? YES NO  
If yes provide department & dates ☐ ☐ \_\_\_\_\_

Acknowledgment and Authorization for Warren County to perform background check YES NO YES NO  
☐ ☐ May we contact you regarding other positions? ☐ ☐

Is there anything that would keep you from meeting job requirements applied for? YES NO YES NO  
☐ ☐ Are you available to work nights and weekends? ☐ ☐

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

## References

*Please list three references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

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 ☐

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## Previous Employment

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

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

### Disclaimer and Signature

Warren County is an Equal Opportunity Employer based on merit, qualifications, and abilities. Warren County does not discriminate in employment opportunities or practices on the basis of race, color, ancestry, religion, sexual orientation, gender, marital status, veteran status, political affiliation, national origin, age, disability, or any other characteristic protected by law.

Applicants are not required to give any personal information prohibited by Federal, State, and Local law. By signing below applicant acknowledges and consents to the collection and disclosure of any personal information provided and fully understands that misrepresentation, falsification, or omission of information provided during the application process or interview may cause rejection of application or termination of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_