



# City of Portage Employment Application \* Date: \_\_\_\_\_

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt./Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Are you 18 years of age or older? \_\_\_\_\_

Date available for work: \_\_\_\_\_ Availability: \_\_\_\_\_

\*Applications will be held for 6 months

## Education

### High School

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Years completed? \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_

### College

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_ Major: \_\_\_\_\_

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_ Major: \_\_\_\_\_

### Other

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_ Major: \_\_\_\_\_

Special Courses (Please list any additional training you may have received, including military training, apprenticeship programs, vocational training, courses or seminars.):

# Employment History

## Present or Most Recent Employer

Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties

Reason for leaving: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

## Additional Employment History

Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties:

Reason for leaving: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties:

Reason for leaving: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

## Military Experience

Branch of Service: \_\_\_\_\_ Dates Served: \_\_\_\_\_

Rank at discharge: \_\_\_\_\_ Current Reservist? \_\_\_\_\_

Education and Training that might be essential to the position applied for:

Have you ever been convicted of a crime that has not been expunged by a court? \_\_\_\_\_

Please explain: \_\_\_\_\_

Are you legally eligible for employment in the United States of America? \_\_\_\_\_

## Professional Licenses/Certifications

License/Certification	State	License Number	Date Expires

## References

(Please do not include family members or relatives)

Name	Current Position and Company	Phone Number

I certify that the information I have provided in this employment application is accurate and has been completed to the best of my knowledge and ability. I understand that any falsification, misrepresentation or omission in my interviews or any other employment record, may be sufficient reason not to hire me or may be reason for dismissal.

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

Click "EMAIL" and send to [CBelt@Portage-in.com](mailto:CBelt@Portage-in.com) or  
Print and return to Portage City Hall at 6070 Central Avenue.