



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 or
Print and return to Portage City Hall at 6070 Central Avenue.