



# Porter County Government Application For Employment

Form COMM00003  
Revised (08/03)

**We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.**

(PLEASE PRINT)

POSITION(S) APPLIED FOR		DATE OF APPLICATION
HOW DID YOU LEARN ABOUT US?		
<input type="checkbox"/> ADVERTISEMENT	<input type="checkbox"/> FRIEND	<input type="checkbox"/> WALK-IN
<input type="checkbox"/> EMPLOYMENT AGENCY	<input type="checkbox"/> RELATIVE	<input type="checkbox"/> OTHER _____

LAST NAME		FIRST NAME	MIDDLE NAME
ADDRESS NUMBER	STREET	CITY	STATE ZIP CODE
TELEPHONE NUMBER(S)		SOCIAL SECURITY NUMBER	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No Date: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No Date: \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?  
(Proof of citizenship or immigration status will be required upon employment)  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony in the last 7 years?  Yes  No

If "Yes", please explain: \_\_\_\_\_

# Education

	Name And Address Of School	Course Of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write.			
	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States Military.

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If you need additional space, please continue on a separate sheet of paper.

<b>1.</b>	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate / Salary		
			Start	Final	
Job Title		Supervisor			
Reason For Leaving					
<b>2.</b>	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate / Salary		
			Start	Final	
Job Title		Supervisor			
Reason For Leaving					
<b>3.</b>	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate / Salary		
			Start	Final	
Job Title		Supervisor			
Reason For Leaving					
<b>4.</b>	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate / Salary		
			Start	Final	
Job Title		Supervisor			
Reason For Leaving					

**List professional, trade, business or civic activities and offices held.** You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

# Additional Information

**Other Qualifications.** Summarize special job-related skills and qualifications acquired from employment or other experience.


**Specialized Skills.** Check skills and equipment operated.

Terminal    
  PC    
  Typewriter    
  Fax    
  Word Processor    
  Spreadsheet

Production / Mobile Machinery (list):

Other (list):

**State any additional information you feel may be helpful to us in considering your application.**


Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?      Yes      No

References					
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**— FOR PERSONNEL DEPARTMENT USE ONLY —**

Position(s) Applied For Is Open:  Yes       No

Position(s) Considered For: \_\_\_\_\_

\_\_\_\_\_

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

**NOTES:**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_