



Charter Township of Portage Application For Employment

Personal Information:

Date:

Name: _____

Address: _____

City, State, and Zip Code: _____

Phone Number: _____

Email Address: _____

Are you legally eligible to work in the United States?

Yes

No

Position that you are applying for: _____

Education:

Highest Level of Education Completed: _____

Name of School/University: _____

Degree/Diploma Earned: _____ Year of Graduation: _____

Employment History:

1. Company Name: _____

Job Title: _____

Employment Dates: _____

Supervisor Name: _____ Supervisor Phone: _____

Responsibilities: _____

2. Company Name: _____

Job Title: _____

Employment Dates: _____

Supervisor Name: _____ Supervisor Phone: _____

Responsibilities: _____

3. Company Name: _____

Job Title: _____

Employment Dates: _____

Supervisor Name: _____ Supervisor Phone: _____

Responsibilities: _____

References:

1. Name: _____
Job Title: _____
Company Name: _____
Phone Number: _____
Email Address: _____
2. Name: _____
Job Title: _____
Company Name: _____
Phone Number: _____
Email Address: _____
3. Name: _____
Job Title: _____
Company Name: _____
Phone Number: _____
Email Address: _____

Additional Information:

1. Briefly describe why you are interested in working for Portage Township:

2. What skills and/or experience do you have in the position you applied for:

3. Do you have any special licenses and or certifications (i.e. CDL, Welding Certificates, Water/Sewer License, etc.)

4. Do you have any experience using BS&A Software or Microsoft Suite:

5. If hired, when is your first available day for employment:

I certify that all the above information provided in this application is true and correct to the best of my knowledge. I understand that any false or misleading information may disqualify me from employment or lead to termination if employed.

Signature: _____ Date: _____

Thank you for taking the time to complete this application.

Charter Township of Portage
47240 Green Acres Rd. Houghton, Michigan 49931
Phone: (906) 482-4310 Fax: (906) 482-4942
MI Tax Exempt Number: 38-600-6265
The Charter Township of Portage is an Equal Opportunity Provider and Employer