



# CITY OF PORTLAND

## Application for Employment

An Equal Opportunity Employer

### Applicant Information

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

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

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

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

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

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for the City of Portland? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

### 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 professional 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 ☐

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: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### **Disclaimer and Signature**

Describe any skills, qualifications, specialized training and apprenticeships that you have acquired:

\_\_\_\_\_  
\_\_\_\_\_

List any professional, trade, business or civic activities and offices held:

\_\_\_\_\_

State any other information you feel may be helpful to us in considering your application:

\_\_\_\_\_  
\_\_\_\_\_

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

**THE CITY OF PORTLAND – 321 NORTH MERIDIAN STREET, PORTLAND INDIANA 47371 - 260.726.9395**

**Help Wanted – Certified Lifeguard and Concession Stand  
City of Portland**

The Portland Water Park is accepting applications for CERTIFIED lifeguards for the 2025 season. The guards need to be certified in Lifeguarding, CPR and First Aid Training and Aquatic Attraction. Starting rate for lifeguards will be paid \$14 hr. with additional pay for returning guards based on prior year of service.

Additional positions at Portland Water Park to include concession stand. No certification is required. Starting rate for concession stand is \$13 hr. with additional pay for returning employees based on prior year of service.

The Water Park is open 7 days per week and employees will be expected to work weekends. Applications are available at Portland City Hall, city website: [thecityofportland.net](http://thecityofportland.net) or Portland Water Park Facebook page. Season will begin May 24<sup>th</sup> till mid to late August. Applications will be accepted at City Hall, 321 North Meridian Street, until Friday, May 2<sup>nd</sup> at 4:00 p.m.  
The City of Portland is an Equal Opportunity Employer.

**VERIFICATION OF APPLICANT FOR EMPLOYMENT FOR COMPLIANCE WITH MUNICIPAL  
NEPOTISM POLICY**

I, \_\_\_\_\_ (printed name), have reviewed the direct line of supervision for the position I am seeking with the City of Portland and I am not a relative of any employee who will be in my direct line of supervision in the position of "Waste Water Distribution Person". I understand that Relative means my spouse, parent or stepparent, child or stepchild, brother, sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law (including half-bloods and adopted children).

I hereby verify under the penalty of perjury that the foregoing statements are true.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Printed Name)

*Park Dept*  
~~Street Department~~

*The City of Portland selects employees based on their job qualifications. To make sure this standard is always followed and to protect the integrity of business the City has certain restrictions on when and where relatives of employees can be hired and how related employees can work together.*

*Are you related to any of the following?*

*Jeff Westlake, Mayor  
Lori Phillips, Clerk Treasurer  
Jerry Leonhard, Board of Works  
Steve McIntosh, Board of Works  
Matt Goldsworthy, Council  
Mike Aker, Council  
Michele Brewster, Council  
Ron May, Council  
Kent McClung, Council  
Dave Golden, Council  
Ashley Hilfiker, Council  
Matt Shauver, Street Superintendent*

*I am not related to any of the above \_\_\_\_\_*

*I am related to \_\_\_\_\_*

*How I am related \_\_\_\_\_*

*Signed \_\_\_\_\_*

*Date \_\_\_\_\_*