



**CITY OF PORTLAND**  
 Human Resources  
 389 Congress St. Room 115  
 Portland, Maine 04101  
 (207) 874-8624 (FAX) 874-8937 (TTY) 874-8936  
 (WEB PAGE) www.portlandmaine.gov/jobs.asp  
**Application for Employment**  
 AN EQUAL OPPORTUNITY EMPLOYER

POSITION(S) APPLYING FOR:


Instructions to Applicants: (1) Print clearly in ink. (2) Answer each question clearly and completely. (3) All statements made are subject to investigation and verification. (4) If more space is required, use separate sheet(s) of paper.

NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_  
 LAST ( PLEASE PRINT ) FIRST MIDDLE INITIAL MO. DAY YEAR  
 ADDRESS: \_\_\_\_\_  
 No. Street Apt.# City State Zip  
 TELEPHONE NO. HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_  
 SOCIAL SECURITY NO. \_\_\_\_\_

How did you hear about this opening?  Advertisement  Friend/Relative  Walk-in  Employment Agency  Other

Have you ever been employed by the City of Portland?  Yes  No  
 If yes, give the Department and dates: Dept. \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Mo Yr Mo Yr

Do you have any relatives that are former or current employees of the City of Portland? Yes \_\_\_ No \_\_\_  
 If Yes, give Name \_\_\_\_\_ Relationship \_\_\_\_\_ Dept. \_\_\_\_\_

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

Are you employed now?  Yes  No

May we contact your present employer?  Yes  No

Please read attached sheet for further information requested by the City of Portland.

**EDUCATION AND TRAINING**

(CIRCLE HIGHEST GRADE COMPLETED)	NAME OF SCHOOL	LOCATION (City, State)	HS Diploma or GED
1 2 3 4 5 6 7 8 9 10 11 12			YES NO
COLLEGES OR UNIVERSITIES ATTENDED	NO. YEARS ATTENDED	MAJOR SUBJECTS (List courses that apply to job)	DEGREE or CERTIFICATE
BUSINESS, TRADE OR CORRESPONDENCE SCHOOLS			

List any additional skills, certifications, or licenses you possess that you believe are relevant to this position.

\_\_\_\_\_

Drivers License #: \_\_\_\_\_ License Class:  A (CDL)  
 State of Issue: \_\_\_\_\_  B (CDL)  
 C (Standard)

**COMPLETE AND SIGN OTHER SIDE**

## EMPLOYMENT HISTORY

List your past employers. Include any periods served in the Military. Show your current or most recent job first. Under "Description of Duties" list kind of work or responsibilities. Use Additional sheets if needed.

If you have a resume, you may include it with this application, but you must also complete the entire application.

From (Month/Year)	To (Month/ Year)	Title of Position:
Company Name		Description of Duties
Address		
Phone #		
Supervisor's Name		Hourly Pay Rate:
Hours per Week		Reason for Leaving
From (Month/Year)	To (Month/ Year)	Title of Position:
Company Name		Description of Duties
Address		
Phone #		
Supervisor's Name		Hourly Pay Rate:
Hours per Week		Reason for Leaving
From (Month/Year)	To (Month/ Year)	Title of Position:
Company Name		Description of Duties
Address		
Phone #		
Supervisor's Name		Hourly Pay Rate:
Hours per Week		Reason for Leaving
From (Month/Year)	To (Month/ Year)	Title of Position:
Company Name		Description of Duties
Address		
Phone #		
Supervisor's Name		Hourly Pay Rate:
Hours per Week		Reason for Leaving

Applicant's Certification and Agreement - PLEASE READ CAREFULLY.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment that may be necessary in making an employment decision.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date