



# City of East Chicago, Indiana

## 2019 Student Summer Employment Application

### Applicant Information

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

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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 been convicted of a felony? YES  NO  If yes, explain: \_\_\_\_\_

Have you ever worked for the City of East Chicago? YES  NO  If yes, what department? \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list two references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

In the order of your preference list three positions that you wish to be considered for the summer employment. Submitting your preference does not guarantee the position. (ie. Lifeguard, Recreation Leader, Basket Attendant, or Labor)

(1.) \_\_\_\_\_ (2.) \_\_\_\_\_ (3.) \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer 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**

*The City of East Chicago is an equal opportunity employer. The City does not discriminate in employment, and questions on this application are not used for the purpose of limiting or excluding any applicant's consideration for employment unless prohibited by local, state or federal law.*

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

*I hereby affirm that the information provided on this application is 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 dismissal if discovered at a later date.*

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

Rev. 05/2018

**Department of Human Resources Use Only**

APPLICATION # \_\_\_\_\_

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NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

HR STAFF INITIALS: \_\_\_\_\_

HR STAFF INITIALS: \_\_\_\_\_



Anthony Copeland  
Mayor

New

Return

# City of East Chicago

## 2019 Student Summer Employment Application # \_\_\_\_\_

### Summer Student Employment Program Criteria

For employment eligibility, all applicants must meet the following criteria:

1. Applicants must be an East Chicago resident.
2. Applicants must be 18 – 22 years old at time of application period.
3. Applicants must be in, or accepted, to any of the following:
  - a. High School, or
  - b. G.E.D. Program, or
  - c. Adult Education Program, or
  - d. College, Junior College, University, Vocational, or Technical School.
4. Applicants must submit **COPIES of TWO (2)** forms of picture IDs.
  - a. Original and copy of Current Student ID, and
  - b. Original and copy of State ID, or
  - c. Original and copy of Valid Driver's License, or
  - d. Original and copy of Valid Learner's Permit
5. Applicants must submit a **COPY** of official grade records.
  - a. Original and copy of a current high school report card/transcript, or
  - b. Original and copy of a current college transcript, or
  - c. Original and copy of verification of enrollment for G.E.D / Adult Education Program
6. Applicants must submit a **COPY** of proof of residency.
  - a. Original and copy of a utility bill (e.g., water, NIPSCO, cable) or rent receipt.
7. Applications and required documents must be **COMPLETED** and submitted in its **ENTIRETY**.
8. Submit completed application and documents to:

City of East Chicago  
**Department of Human Resources**  
4525 Indianapolis Blvd. 2<sup>nd</sup> Floor  
East Chicago, Indiana 46312
9. **Deadline is Friday, May 3, 2019 before 4:00 p.m.**

We consider applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.