

Instructions to Complete the Portage County Employment Application

- 1.) Complete all sections on the application in their entirety. You may be refused employment consideration if the application is not filled out completely and accurately.
- 2.) A county employment application form must be submitted for each position for which you are applying, even if you have applied for the position in the past unless otherwise instructed on the job posting. Applications are only accepted for jobs for which we have currently posted a job opening.
- 3.) Indicate the title of the job for which you are applying under "Position Applied For."
- 4.) Do not use "See Resume" on any part of the application. You must write or type in all requested information. However, you may insert a copy of your resume.
- 5.) All employment applications and materials **must** be received by the deadline date. Applications received after the deadline will not be taken into consideration for the position.
- 6.) Complete the application and click on the "**Submit by Email**" button either at the top of the application or at the bottom of the application. An email will come up on your screen addressed to the Human Resources Department (hrd@portageco.com). You may attach a cover letter, resume, letters of recommendation, etc. to this email. When you are ready to send your application, hit "Send" on the email.
NOTE: The built-in PDF viewers in some browsers may not be compatible with this form. It is recommended that you download this PDF file to your computer and use Adobe Reader 8.0 or later to complete the form.
- 7.) If you do not submit your application electronically, you may send your application by fax to (330) 298-4225, drop it off in person between 8:00 a.m. - 4:30 p.m. Monday-Friday, or mail to Portage County Human Resources, 3rd Floor, 449 S. Meridian St., Ravenna, OH 44266 **unless otherwise instructed on the job posting.**
- 8.) Employment applications are also available for pickup at the Portage County Human Resources Department, 3rd Floor, 449 S. Meridian St., Ravenna, OH 44266 between 8:00 a.m. - 4:30 p.m.

PLEASE NOTE:

DEPARTMENTS WILL REVIEW APPLICATIONS WITHIN 2-3 WEEKS AFTER THE DEADLINE. THEY WILL CONTACT YOU IF MORE INFORMATION IS NEEDED OR TO SCHEDULE AN INTERVIEW IF YOUR APPLICATION IS SELECTED. DUE TO THE VOLUME OF APPLICATIONS RECEIVED, YOU MAY NOT RECEIVE A NOTICE THAT THE POSITION HAS BEEN FILLED.

[CLICK HERE FOR APPLICATION](#)