

Application For Employment

TOWN OF HARPSWELL
P.O. BOX 39
HARPSWELL 04079

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

(PLEASE PRINT)

Position(s) Applied For _____

Date of Application _____

How Did You Learn About Us?

Advertisement Friend Walk
 Employment Agency Relative Other _____

Last Name _____

First Name _____

Middle Name _____

Address _____

Number _____

Street _____

City _____

State _____

Zip Code _____

Telephone Number(s) _____

If you are under 18 of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

If yes, give date _____

Have you ever been employed with us before?

Yes No

If yes, give date _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work?

Yes No

Are you available to work? Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.
I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all the rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No
Remarks _____

Employed Yes No
Date of Employment _____ INTERVIEWER _____ DATE _____
Job Title _____ Hourly Rate/
Salary _____ Department _____
By _____
NAME AND TITLE _____ DATE _____

NOTES

EDUCATION

School Name and Location	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed																	
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and/ or write

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
 You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States military? Yes No
 If Yes, please describe: _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, handicap or other protected status.

1. Employer Length of Service Work Performed

Address

Telephone Number(s)

Hourly Rate/Salary
Starting Final

Job Title

Supervisor

Reason for Leaving

2. Employer Length of Service Work Performed

Address

Telephone Number(s)

Hourly Rate/Salary
Starting Final

Job Title

Supervisor

Reason for Leaving

3. Employer Length of Service Work Performed

Address

Telephone Number(s)

Hourly Rate/Salary
Starting Final

Job Title

Supervisor

Reason for Leaving

4. Employer Length of Service Work Performed

Address

Telephone Number(s)

Hourly Rate/Salary
Starting Final

Job Title

Supervisor

Reason for Leaving

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications.

Summarize special job-related skills and qualifications acquired from employment or other experience.