



22 Albiston Way
Auburn, ME 04210

Phone: (207) 784-5788 Fax: (207) 784-5240

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability, sexual orientation, national origin, marital status, genetic information or pregnancy. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Personal Information:

Today's Date: _____

First Name _____ Last Name _____ Middle _____

Home Address _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Social Security Number: _____ Are you 18 or Older? ☐ Yes ☐ No

If hired, can you furnish proof you are eligible to work in the U.S.? ☐ Yes ☐ No

Have you ever applied here before? ☐ Yes ☐ No If yes, when? _____

Were you ever employed here? ☐ Yes ☐ No If yes, when? _____

Have you been convicted of any law violation (except a minor traffic violation)? ☐ Yes ☐ No

If yes, please explain: _____

A "yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will be considered. For CT residents: You are not required to disclose the existence of an arrest, criminal charge or conviction if the has been erased pursuant to Connecticut law. Criminal records subject to erasure are records pertaining to a finding of delinquency or that a child was a member of a family with service needs; a adjudication as a youthful offender; a criminal charge that has been found not guilty or a conviction for which the person received an absolute pardon. Any person whose criminal records have been erased pursuant to Connecticut Law shall be deemed to have never been arrested with respect to the proceedings so erased and may so swear under oath.

Are you now, or do you expect to be engaged in any other business or employment? ____ Yes ____ No

If yes, please explain: _____

Position You Are Applying For:

When can you start? _____

Position Title: _____ Salary Requirement: _____

If you were referred to us by an employee, please provide their name: _____

How Did you hear of the Position? _____

Are you seeking: Fulltime/Part time/Temporary employment?

☐ Full Time

☐ Part Time

☐ Temporary

Education:

High School

City

State

High School Years Completed: _____

Undergraduate College

City

State

Degree Earned: _____

Subjects Studied While in College: _____

Graduate College

City

State

Degree Earned: _____

Subjects Studied While at Graduate School: _____

Business or Technical School

City

State

Degree Earned: _____

Subjects Studied While at Graduate School: _____

Special Skills:

What skills or additional training do you have that are related to the job for which you are applying?

What machines or equipment can you operate that are related to the job for which you are applying?

For Driving Jobs Only: Do you have a valid driver's license?

☐ Yes☐ No

Driver's License Number: _____ Class of License: _____

Have you had your driver's license suspended or revoked in the last three years? ☐ Yes ☐ No

If yes, give details: _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.)

ReferencesAre you presently employed? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ NoHave you ever been fired or asked to resign from a job? ☐ Yes ☐ No If yes, please explain below:

Have you worked or attended school under any other names? ☐ Yes ☐ No

If yes, give names: _____

Business References (Give three references, not relatives or former employers.)

Name	Address	Work #	Home #

Work History: List names of employers with present or last employer listed first. Account for all periods of time, including military service and any period of unemployment. If self-employed, give firm name and supply business references. Provide telephone numbers and names of individuals to contact.

Employer	Address	Phone	From	To	Salary	Title	Supervisor

Lie Detector Notice: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

AFFIDAVIT**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I CERTIFY that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I AUTHORIZE the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations from any legal liability in making such statements.

I UNDERSTAND that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

Signature:**Date:**

Please type your First and Last Name

☐ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

This application for employment will remain active for a limited time. Ask the organization representative for details.