Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE PRINT

Position(s) applying for: _____ Date: _____

How did you learn about us?
☐ Advertisement ☐ Friend ☐ Inquiry ☐ Relative ☐ Web Site ☐ Other: _____

Name: _____

Address: _____

Phone Number(s): _____ Social Security Number: _____

When is the best time to contact you at home? _____

	YES NO	COMMENTS:
Have you ever filled out an application with us before?		If Yes, Date: _____
Have you ever been employed with us before?		If Yes, Date: _____
Are any of your friends or relatives, other than your spouse, currently employed with us?		Name: _____ Relationship: _____ Position: _____
Are you currently employed?		
Are you eligible to be employed in this country?		
Are you currently on "lay-off" status and subject to recall?		

Date available for work: _____ Desired Wages: _____

Work Availability:

☐ Full Time
☐ Part Time

☐ Morning
☐ Afternoon
☐ Evening

☐ Weekdays
☐ Weekends

EDUCATION:

School:	Name / Address of School:	Course of Study:	Years Completed:	Diploma / Degree:
High School				
Undergraduate Study				
Graduate / Professional				
Other (Please Specify)				

SPECIALIZED SKILLS (Skills / Equipment Operated):

☐ PC / Mac ☐ Spreadsheet ☐ Word Processing ☐ Typewriter WPM_____ ☐ Shorthand WPM _____

Production / Mobile Machinery (Please List): _____

Other (Please List):_____

_____

VEHICLE OPERATION INFORMATION:

	YES	NO	COMMENTS:
Do you hold a current motor vehicle operator's license?	☐	☐	
Has your license ever been suspended?	☐	☐	If yes, please explain: _____
Have you ever been convicted of any violation of law (including motor vehicle)?	☐	☐	
Have you ever had any accidents resulting in personal injury or serious property damage?	☐	☐	

Note: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing, in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ☐ Yes ☐ No

PERSONAL / PROFESSIONAL REFERENCES (No family members or past supervisors):

Name:	Phone Number:	Best Time to Call:	Occupation:
1.			
2.			
3.			

WORK HISTORY:

Start with your present or most recent job. Include any job related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer:	Dates Employed:		Work Performed:
Address:	From:	To:	
Phone Number(s):			
Starting / Present Job Title:	Hourly Wage / Salary:		
Supervisor:	Starting:	Final:	
Reason for leaving (if applicable):			May We Contact: ☐ Yes ☐ No
Employer:	Dates Employed:		Work Performed:
Address:	From:	To:	
Phone Number(s):			
Starting / Present Job Title:	Hourly Wage / Salary:		
Supervisor:	Starting:	Final:	
Reason for leaving (if applicable):			May We Contact: ☐ Yes ☐ No
Employer:	Dates Employed:		Work Performed:
Address:	From:	To:	
Phone Number(s):			
Starting / Present Job Title:	Hourly Wage / Salary:		
Supervisor:	Starting:	Final:	
Reason for leaving (if applicable):			May We Contact: ☐ Yes ☐ No

COMMENTS (Include any gaps in employment):

_____

_____

_____

_____

SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS, EXTRACURRICULAR ACTIVITIES

JOB RELATED TRAINING RECEIVED IN THE UNITED STATES MILITARY:

PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ACTIVITIES AND OFFICES HELD:

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

ADDITIONAL INFORMATION (Other special job related skills and qualifications):

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I certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that should any statement I have made in this application prove false, misleading, or erroneous, it may result in the rejection of my application or discharge from Town employment.

I grant explicit consent to the Town of Bowdoinham to conduct background checks and police record checks. I understand the information provided will not be disclosed to any other organization.

Signature of Applicant

Date