

EMPLOYMENT APPLICATION

Town of Boothbay Harbor

11 Howard St.
Boothbay Harbor, ME 04538
207-633-3671

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) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Inquiry <input type="checkbox"/> Other _____			
APPLICANT INFORMATION			
Last Name		First Name	Middle Name
Address: Number	Street	City	State Zip
Telephone Number(s)		E-Mail Address	

Best time to contact you at home is: _____:_____am/pm

If you are under 18 years 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 _____

Do any of your relatives, other than spouse, work here? [] Yes [] No
If Yes, state name, relationship and location _____

Are you currently employed? [] Yes [] No

May we contact your present employer? [] Yes [] No

Are you legally authorized to work in the U.S.? [] Yes [] No
Proof of citizenship or immigration status will be required upon employment

Have you ever been convicted of a crime? [] Yes [] No
If Yes, explain _____
(a conviction does not necessarily preclude employment)

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: [] Full Time
 [] Part Time (Please indicate Mornings Afternoons Evenings)
 [] Temporary (Please indicate dates available ____/____ - ____/____)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION											
High School							Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College							Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Other							Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
PREVIOUS EMPLOYMENT											
Company								Phone	()		
Address								Supervisor			
Job Title											
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Company								Phone	()		
Address								Supervisor			
Job Title											
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Company								Phone	()		
Address								Supervisor			
Job Title											
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>					
MILITARY SERVICE											
Branch								From		To	
Rank at Discharge								Type of Discharge			
If other than honorable, explain											

REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Relationship	
Company		Phone	()
Address			
Full Name		Relationship	
Company		Phone	()
Address			
Full Name		Relationship	
Company		Phone	()
Address			
DISCLAIMER AND SIGNATURE			
<p>I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, any false statements on this application may be grounds for dismissal.</p> <p>I authorize investigation of all statements contained in this application. I also grant permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you.</p> <p>I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time and without prior notice.</p>			
Signature			Date