



Attention: HUMAN RESOURCES
100 Ebenecook Road, P.O. Box 179
Southport, ME 04578 U.S.A.

APPLICATION FOR EMPLOYMENT

We consider candidates for all positions without regard to age, race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

Employee Information

Position Applying for: _____ Date: _____

How Did You Learn About Us? ☐ Advertisement ☐ Relative ☐ Employee: _____
☐ Employment Agency ☐ Friend ☐ Other: _____

Full Name: _____
Last Name First Name Middle Name

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

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? If yes, when: _____ YES NO
☐ ☐

Have you ever been employed with us before? If yes, when: _____ YES NO
☐ ☐

Are you currently employed? YES NO

May we contact your present employer? YES NO

Are you legally authorized to work in the United States? YES NO

Proof of identity and eligibility to work in the United States will be required upon employment.

Can you perform the essential functions of the job you are applying for, either with or without a reasonable accommodation? YES NO

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

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 or been incarcerated for a felony conviction within the last seven years or do you have any felony charges currently pending? YES NO

If so, please explain the nature of the conviction/charges and the date of the offense.

A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

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

Education

High School:	_____	Address:	_____
Course of Study:	_____	Did you graduate?	YES NO Degree: _____
Undergraduate College:	_____	Address:	_____
Course of Study:	_____	Did you graduate?	YES NO Degree: _____
Graduate Professional:	_____	Address:	_____
Course of Study:	_____	Did you graduate?	YES NO Degree: _____
Other (specify):	_____	Address:	_____
Course of Study:	_____	Did you graduate?	YES NO Degree: _____

Experience

Please describe any specialized training, apprenticeship, skills and extra-curricular activities.

Please describe any job-related training received in the United States military.

Previous Employment Information

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

Employer: _____ Address: _____
Phone: _____ Dates Employed: From _____ To _____
Job Title: _____ Rate/Salary: Starting _____ Final _____
Supervisor: _____ Reason for Leaving: _____
Responsibilities: _____

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Job Title: _____ Rate/Salary: Starting _____ Final _____
Supervisor: _____ Reason for Leaving: _____
Responsibilities: _____

Other Qualifications

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

Professional References

Name: _____ Phone: _____

Address: _____

Business Relation: _____ Years Known: _____

Name: _____ Phone: _____

Address: _____

Business Relation: _____ Years Known: _____

Name: _____ Phone: _____

Address: _____

Business Relation: _____ Years Known: _____

Disclaimer and Signature

I certify that 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.

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.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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 rules and regulations of the employer.

Signature: _____ Date: _____