



Town of Hermon
POB 6300
Hermon, ME 04402-6300
Telephone: 207-848-1010
Fax: 207-848-3316

Application for Employment

We are an equal opportunity employer

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

(Please Print)

Resume Attached yes no

<u>Position Applied For</u>			<u>Date of Application</u>	
<u>How Did You Learn About Us?</u>				
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative		
<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>		
<u>Mailing Address</u>	<u>Street Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
<u>Telephone Numbers</u>			<u>Social Security Number</u>	
			____-____-____	

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 _____

Are you currently employed?

Yes No

If yes, give date _____

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 will be required upon employment.

On what date would you be available for work? _____

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 _____

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, gender, national origin, disabilities or other protected status.

Employer	Dates Employed
Address	
Telephone	
Job Title	Supervisor
Work Performed	
Reason for Leaving	
Rate of Pay	
Please use an additional piece of paper and attach if necessary.	

Employer	Dates Employed
Address	
Telephone	
Job Title	Supervisor
Work Performed	
Please use an additional piece of paper and attach if necessary.	

Employer	Dates Employed
Address	
Telephone	
Job Title	Supervisor
Work Performed	
Please use an additional piece of paper and attach if necessary.	

Employer	Dates Employed
Address	
Telephone	
Job Title	Supervisor
Work Performed	
Please use an additional piece of paper and attach if necessary.	

Employer	Dates Employed
Address	
Telephone	
Job Title	Supervisor
Work Performed	
Please use an additional piece of paper and attach if necessary.	

List 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.*

Education

	Name & Address Of School	Diploma/Degree Date Completed
High School		
Undergraduate College		
Graduate Professional		
Other (Specify)		

Indicate any foreign languages you can speak, read and/or write.			
	<u>Fluent</u>	<u>Good</u>	<u>Fair</u>
Speak			
Read			
Write			

Describe any specialized training, apprenticeship skills, licenses or extra-curricular activities.

Describe any job related training received in the United States military.

REFERENCES

Please list three employment references and three character references that the Town of Hermon may contact in order to verify information in conjunction with your application for employment.

Employment references should include employers within the last three years. References from the same employer may be used in cases where you have only had one or two employers within the last three years.

Character references should not include friends or relatives. Examples of acceptable character references would include a local municipal official, local police officer, teacher, minister, etc.

Employment references:

1) Name

Address

Telephone # (____) _____

2) Name

Address

Telephone # (____) _____

3) Name

Address

Telephone # (____) _____

Character references:

1) Name

Address

Telephone # (____) _____

2) Name

Address

Telephone # (____) _____

3) Name

Address

Telephone # (____) _____

I hereby certify that the facts set forth above in my employment application are true and complete to the best of my knowledge. I authorize the Town of Hermon to investigate all information set forth in my application by contacting my prior employers and listed references, and by any and all other means authorized or permitted by law. I understand that, if I am hired, omissions or false or misleading statements in this application or in interviews will be grounds for immediate termination of my employment.

(Date)

(Signature)

Background Check Release

A COPY OF A VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION

Name: _____ Date: _____

Address: _____
 Street City Zip Code

Home Phone: _____ Cell Phone: _____

Date of Birth: _____ Occupation: _____

Social Security #: _____ Employer: _____

Do you have a valid Driver's license? Y / N If yes, license # & State: _____

Have you ever been convicted of a crime involving a child/children endangerment?

Y / N

If Yes, explain:

Have you ever been refused involvement with any youth organizations? Y/ N

As a condition of employment, I give permission for the Town of Hermon to conduct background checks on me which may include a review of the sexual offender registry, child abuse and criminal history records. I hereby release and hold harmless from liability the Town of Hermon or any of its employees that may provide such information to my employer.

Applicant Name (please print): _____

Applicant Signature: _____ Date: _____