



Town of Hermon  
 333 Billings Road  
 Hermon, ME 04401  
 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>
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How Did You Learn About Us?

\_\_\_Advertisement                      \_\_\_Friend                      \_\_\_Walk-In  
 \_\_\_Employment Agency              \_\_\_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.

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

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## **References**

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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) \_\_\_\_\_ (Telephone) \_\_\_\_\_  
\_\_\_\_\_  
(Street) \_\_\_\_\_  
\_\_\_\_\_  
(City, State, Zip)

2. \_\_\_\_\_  
(Name) \_\_\_\_\_ (Telephone) \_\_\_\_\_  
\_\_\_\_\_  
(Street) \_\_\_\_\_  
\_\_\_\_\_  
(City, State, Zip)

3. \_\_\_\_\_  
(Name) \_\_\_\_\_ (Telephone) \_\_\_\_\_  
\_\_\_\_\_  
(Street) \_\_\_\_\_  
\_\_\_\_\_  
(City, State, Zip)

**Character References**

1. \_\_\_\_\_ (Name) \_\_\_\_\_ (Telephone)  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City, State, Zip)

2. \_\_\_\_\_ (Name) \_\_\_\_\_ (Telephone)  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City, State, Zip)

3. \_\_\_\_\_ (Name) \_\_\_\_\_ (Telephone)  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City, State, Zip)

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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)