

Town of Orono

Application for Employment

(Please print)

Date of Application _____

Position(s) Applied for _____

Name _____

Last

First

Middle

Address _____

Number

Street

City

State

Zip Code

Telephone (_____) _____ - _____

If employed and you are under 18, can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If yes, give date _____

Have you ever been employed here before? Yes No If yes, give date _____

Are you employed now? Yes No

May we contact your current employer Yes No

Are you prevented from lawfully becoming employed in this country because of a visa or immigration status? Yes No (proof of citizenship or immigration status is 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 on a lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a crime? Yes No

If yes, please explain _____

Referral Source: Advertisement Friend Relative Walk-in
 Employment Agency Other _____

AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

Education

	Elementary	High	College/University	Graduate/ Professional
School Name and Location				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

Honors Received:

Veteran of the U.S. military service? Yes No If yes, Branch _____

Indicate what foreign languages you speak, read, and/or write.

	Fluently	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held.

(Exclude those which indicate race, color, religion, sex, or national origin: _____)

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title			
Supervisor	Hourly Rate/Salary		
	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title			
Supervisor	Hourly Rate/Salary		
	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title			
Supervisor	Hourly Rate/Salary		
	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title			
Supervisor	Hourly Rate/Salary		
	Starting	Final	
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experiences:

State any additional information you feel may be helpful to us in considering your application:

Agreement

I certify that answers given herein are true and complete to the best of my knowledge.

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

In 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 Town.

Signature _____ Date _____

For Personnel Department Use Only

Arrange Interview Yes No

Remarks _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____

By _____

Name and Title

Date