# Application for Employment

**TOWN OF GEORGETOWN**

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, color, national origin, religion, age, gender, sexual orientation, disability, veteran status, or any other characteristic protected under local, state or federal law.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Name

Last First M.I.

Street Address

City State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_

Telephone # Cell Phone #

Position Applied For (Note: a separate application is required for each position posted)

How did you hear of the position?

# **Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schools** | **Name/Location** | **Circle Last Yr.**  **Completed** | **Major Courses** | **Diploma/Degree/**  **Certification** |
| High School |  | 7 8 9 10 11 12 |  |  |
| College |  | 1 2 3 4 more |  |  |
| Business or Trade  School |  | Months Attended |  |  |
| Other Licenses or  Certifications |  | Length of Program |  |  |

# **Employment History**

Please list your complete employment history. List present or most recent employer first. Use an additional page, if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | Employed (mo./Yr.)  From:  To: | Address/City/State | Beginning salary and last salary | Reason for leaving |
| Type of work performed: | | | | |
| Name of Supervisor and contact information: | | | | |
| **Employer** | Employed (mo./Yr.)  From:  To: | Address/City/State | Beginning salary and last salary | Reason for leaving |
| Type of work performed: | | | | |
| Name of Supervisor and contact information: | | | | |
| **Employer** | Employed (mo./Yr.)  From:  To: | Address/City/State | Beginning salary and last salary | Reason for leaving |
| Type of work performed: | | | | |
| Name of Supervisor and contact information: | | | | |

# If you served in the United States Armed Forces, briefly list the dates, rank, and skills acquired:

**Personal Information**

Are you able to perform the essential duties of the position you are applying for with or without reasonable accommodation Yes 🞎 No 🞎

Are you legally authorized to work in the U.S.? Yes 🞎 No 🞎

*Note: you will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.*

Are you at least 18 years of age? Yes 🞎 No 🞎

Have you ever been convicted of a crime or are there any pending charges against you?

*(Note: A conviction does not automatically bar you from employment)*

If yes, include details: Yes 🞎 No 🞎

If required for the position, do you have a clean driving record? (if no, please explain) Yes 🞎 No 🞎

Please list any special office/software skills:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please list any special equipment skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please list any other skills:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If hired, when would you be available?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your salary requirements?

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|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **HOW THEY KNOW YOU** | **EMAIL ADDRESS** | **PHONE NUMBER** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Are you presently employed? Yes 🞎 No 🞎 If so, may we contact your present employer? Yes🞎 No🞎

I certify that the answers given by me to the foregoing questions and statements are true and correct to the best of my knowledge without consequential omissions of any kind. I agree that the Town shall not be held liable in any respect if my employment is rejected or subsequently terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may lead to employment termination. I understand that a medical examination based on the requirements of the position for which I am being considered may be required. I also voluntarily and knowingly authorize the companies, schools or persons named above to give any information requested regarding my former employment, character and qualifications. I hereby voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless said companies, schools or persons from any and all liability for any damages for issuing this information, except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment, which the party disclosing such facts knows to be untrue. In consideration of my employment, I agree to conform to the rules and regulations of this organization. My employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either my employer or me.

Signature Date

Completed Applications must be dropped off at the Town Office or mailed to the following address:

Town of Georgetown

PO Box 436

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| Georgetown, ME 04548 |
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