

TOWN OF WASHINGTON



APPLICATION FOR EMPLOYMENT

An equal opportunity employer.

Reasonable accommodation will be provided as required by law.

Last name: _____ First name: _____ Middle initial _____

Social Security Number: _____ Phone number: _____

Address: _____

If hired, can you provide evidence of legal eligibility to work on the U.S.? Yes No

Any offer of employment is conditioned upon completing Form I-9 and providing the appropriate documents for identity and work authorization.

Position desired: _____ Wage desired _____

Full-time Part-time Are you 18 years old or older? Yes No

If under 18 years of age, you will be required to submit a birth certificate or work certificate as required by state or federal law.

Date you can begin work: _____ Driver's license number and state: _____

Have you ever worked or volunteered for the town? If yes, explain: _____

EDUCATION

Name & location of high school: _____

Graduated GED

Name & location of college: _____

Graduated, Degree & Major: _____

Still enrolled, expected graduation date: _____

AVAILABILITY

Monday ____ to ____ Tuesday ____ to ____ Wednesday ____ to ____

Thursday ____ to ____ Friday ____ to ____

Available weekends? Yes No

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

CONVICTIONS

Have you been convicted of any crime? *Convictions are not an absolute bar to employment. Consideration is given to the offense and its relationship to the position for which you are applying.*

Yes. Details, dates and disposition: _____

No.

Have you had any traffic convictions or accidents in the last three years?

Yes. Explain: _____

No.

REFERENCES

Provide three references who are not related to you, or former employers, who we may contact:

Name & occupation: _____

How do you know them, and for how long? _____

Contact information: _____

Name & occupation: _____

How do you know them, and for how long? _____

Contact information: _____

Name & occupation: _____

How do you know them, and for how long? _____

Contact information: _____

EMPLOYMENT HISTORY

May we contact your current employer before you are offered a position? Yes No

Name of employer: _____ Contact person: _____

Employer address: _____

Employer contact information: _____

Your job title: _____ Duties: _____

Hourly? Starting and ending rate: _____

Salary? Starting and ending pay: _____

Reason for leaving employer: _____

Name of employer: _____ Contact person: _____

Employer address: _____

Employer contact information: _____

Your job title: _____ Duties: _____

Hourly? Starting and ending rate: _____

Salary? Starting and ending pay: _____

Reason for leaving employer: _____

Name of employer: _____ Contact person: _____

Employer address: _____

Employer contact information: _____

Your job title: _____ Duties: _____

Hourly? Starting and ending rate: _____

Salary? Starting and ending pay: _____

Reason for leaving employer: _____

CAREFULLY READ EACH STATEMENT BEFORE SIGNING.

I certify that all of the information provided in this employment application is true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application, including a criminal background, driver's license check, credit history check, and drug test, as applicable. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand, also, that I am required to abide by all rules and regulations of the employer.

I have read, understand and agree to the above statements.

Signature: _____ Date: _____

***** Please submit a cover letter and resume with this application. Resumes will not be accepted without this application. *****

SUBMIT VIA EMAIL

If you do not wish to email your employment application, cover letter and resume, please mail it to Town of Washington, PO Box 408, Washington, ME 04574; or drop it off in person during regular hours at Washington Town Office, 40 Old Union Road, Washington, ME 04574. Call the town office with questions at 845-2897.