

Employment Application

Town of Madison

PO Box 190
Madison, ME 04950

Position applying for: _____

Name: _____
Last First Middle

Telephone: _____ Email: _____ Alternate telephone: _____

Address: _____

Are you able to perform the essential duties of the position with or without accommodations?

Yes No

If necessary for the job, I am able to:

Work Overtime? Yes No
Provide a valid Maine Driver's License? Yes No

If necessary for the job, are you older than:

14 16 17 (Check One)
 18 21

If so, fill out the following:

Issuing State: _____ Type: _____

Are you legally eligible for employment in the U.S.?

Yes No

Endorsement(s):

Hazardous Materials Passengers
 Tankers Tank with Hazardous Materials
 School Bus Double/Triple Trailers

I am seeking a permanent position:

Yes No

Work the following shifts: (Check all that apply)

Any Day Night Swing Rotating
 Split Overnight Other _____

I will be able to report to work _____ days after being notified I am hired.

EMPLOYMENT

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Telephone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Telephone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Telephone:		

Summarize other employment related to this job:

EDUCATION				
	Institution Name	Years Completed	Field of Study	Graduate or Degree Program
High School				
College/University				
Business/Technical				
Additional				

MILITARY

Are you a veteran? Yes No

Please provide any duty/specialized training:

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

REFERENCES

List three references who are not relatives and who can attest to your work.

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test. I understand and agree to the information shown above.

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.



BACKGROUND CHECK AUTHORIZATION FORM

For Town of _____

I, _____, understand that in order to assess my qualifications for the position of _____, a full background investigation is necessary. I, therefore, authorize the Maine Municipal Association (for the Town of _____), to conduct an investigation which may include but not be limited to: verification of information provided by me to the Maine Municipal Association; a financial management check; contacting persons, clients, business associates, professional organizations, educational or other institutions, and government and law enforcement agencies regarding work performance, character references and record history information; contacting employers for performance information; and verifying educational attainment. All the information and materials I have provided to the Town of _____, as part of the employment process, are accurate and truthful.

I further authorize all my present and previous employers, or references, to furnish information concerning my personal character, habits or employment performance and authorize schools that I have attended to provide verification of educational attainment and other relevant information.

Applicant Name: _____
First Middle (please list full middle name) Last
 (Please list maiden name or any other names previously used.)

Street Address: _____

Mailing Address: _____

City/Town: _____

State/Zip: _____

Home Phone: _____ Work Phone: _____

Social Security Number: _____

Date of Birth _____

Drivers License # _____ State of Issuance _____

Applicant Signature: _____ Date: _____

If under the age of 18, parental consent is required. Please note that MMA's background check service provider will not conduct background checks for individuals younger than 16.

Parent Signature: _____ Date: _____