



Employment Application Town of Freeport, Maine

Freeport Town Hall
30 Main Street
Freeport, Maine 04032
Tel/207-865-4743
Fax/207-865-0929
www.freeportmaine.com

The Town of Freeport is an Equal Opportunity employer and will not discriminate in any of its employment practices on the basis of race, color, religion, sex, marital status, physical or mental disability, age, ancestry, national origin, or veteran status.

PERSONAL DATA

Position desired _____

1. Name _____ 2. Social Security No. _____
Last First Middle

3. Address _____
Street City State Zip Code

4. Telephone, (Area Code)/Number(____) _____ (____) _____
Home Work

5. Are you legally eligible to work in the U.S.? Yes No

6. Have you ever worked for the Town of Freeport? Yes No

If yes, which department? _____ When? _____

7. When would you be available for employment? _____

8. How did you learn about the position for which you are applying? _____

If newspaper, which one, or if Town employee referral, list name of employee. _____

EDUCATION AND TRAINING

10. Indicate the highest educational grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 12+

Did you graduate from high school? Yes No If no, have you passed a G.E.D. test? Yes No

Name and location of the last high school attended _____

	School Name and Location	Number of Years Attended	Did you Graduate?	Degree	Major Area of Study
College or University					
Other Education					

SPECIAL QUALIFICATIONS AND SKILLS (typing, computer proficiency, foreign languages, professional licenses and certifications, publications, scholastic honors, etc.)

OTHER TRAINING YOU RECEIVED (for example special courses, work training programs, armed forces training)

EXPERIENCE HISTORY

11. Start with your present position and work back. Include military service and volunteer experience. Additional experience should be listed on a separate sheet of paper. Be sure to include all requested information, especially as it relates to the job for which you are applying. Do not use **"See Resume."**

A. Present Employer _____ From _____ To _____
 Address _____ Telephone _____ Avg.Hrs./Week _____
 Job Title _____ Starting Salary _____ Ending _____
 Supervisor's Name _____
 Reason for leaving? _____
 Describe your work _____

B. Past Employer _____ From _____ To _____
Address _____ Telephone _____ Avg.Hrs./Week _____
Job Title _____ Starting Salary _____ Ending _____
Supervisor's Name _____
Reason for leaving? _____
Describe your work _____

C. Past Employer _____ From _____ To _____
Address _____ Telephone _____ Avg.Hrs./Week _____
Job Title _____ Starting Salary _____ Ending _____
Supervisor's Name _____
Reason for leaving? _____
Describe your work _____

D. Past Employer _____ From _____ To _____
Address _____ Telephone _____ Avg.Hrs./Week _____
Job Title _____ Starting Salary _____ Ending _____
Supervisor's Name _____
Reason for leaving? _____
Describe your work _____

12. Have you ever been found by a court to have committed a misdemeanor or have you been convicted of a crime? Please omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in the military services. Yes No

If yes, please explain. A conviction does not automatically mean that you can not be employed. The charge and date are important. Give all of the facts so that a decision can be made.

14. References may be furnished in the space provided below if desired by the applicant.

Name	Name	Name
Address	Address	Address
Telephone	Telephone	Telephone
Relationship	Relationship	Relationship

ATTENTION: THIS STATEMENT MUST BE SIGNED

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or dismissing me after I have begun work. I understand that all the information contained in this application may be subject to verification.

For certain job categories, I may be required to pass, after a conditional offer of employment is made, a physical examination to establish ability to perform the essential functions of the job with reasonable accommodations. I authorize the Town of Freeport to conduct a criminal history check of my record. I understand that any offer of employment is conducted upon the Town's concurrence, before or after such offer is made, that the results of the criminal history check are consistent with the Town's employment standards or expectations of the job for which I am applying.

Signature of Applicant

Date

**THANK YOU FOR MAKING APPLICATION FOR EMPLOYMENT WITH THE TOWN OF FREEPORT.
ALL APPLICATIONS ARE KEPT ON FILE FOR ONE YEAR.**