



## County of Aroostook

144 Sweden St, Suite 1  
Caribou, Maine 04736

# Application for Employment

Equal access to programs, services and employment opportunities is available to all persons without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles), religion, color, sex (including pregnancy), age, national origin, mental or physical disability, ancestry, sexual orientation, gender identity, genetic information, familial status, victim of domestic violence, or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

### Personal Information

First Name:

Last Name:

Middle Name:

Street Address:

City:

State:

Zip Code:

Email Address:

Phone Number (Home):

Phone Number (Cell):

Position(s) applied for:

Referral Source:

### Contact Information

If necessary, best time to call you is:

Phone Number:

May we contact you at work?  Yes  No

Best time to call you at work is: \_\_\_\_\_

Work Phone Number:

Ext:

### Employment Eligibility

Date Available for Work:

Have you submitted an application here before?

If yes, give date(s) and position(s):

Yes  No

Have you ever been employed here before?

If yes, give dates:

Yes  No

From: \_\_\_\_\_ To: \_\_\_\_\_

Is this application a request for reemployment following an extended military leave of absence from this company?

Yes  No

## Employment Eligibility Continued

Are you lawfully authorized to work in the United States?

- Yes       No

Have you entered into an agreement with any former employer or other party (such as noncompetition agreement) that might, in any way, restrict your ability to work for our company?

- Yes       No

Driver's license number and state required if driving may be required in the job for which you are applying:

## Employment Preferences

What is your desired salary range or rate of pay?

Type of employment desired:

- Full-Time     Part-Time     Seasonal     Educational Co-Op     Temporary

Will you travel if job requires it?

- Yes       No

Will you relocate if job requires it?

- Yes       No

If they have been explained to you, are you able to meet the attendance requirements of the position?

- N/A       Yes       No

Will you work overtime if required?

- Yes       No

If no, please explain:

## Reasonable Accommodation

Are you able to perform the “essential functions” of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant’s disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

- Yes       No       Need more information about the job’s “essential functions” to respond.

## Employment History

**Employer #1:**

Phone Number:

Street Address:

City:

State:

Dates Employed:

From:

To:

Starting Job Title:

Final Job Title:

Immediate supervisor and title (for most recent position held):

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

What did you like most about your position?

What did you like least about your position?

**Employer #2:**

Phone Number:

Street Address:

City:

State:

Dates Employed:

From:

To:

Starting Job Title:

Final Job Title:

**Employment History Continued**

Immediate supervisor and title (for most recent position held):

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May we contact for reference?

Yes     No     Later

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Ext: \_\_\_\_\_

Why did you leave?

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Summarize the type of work performed and job responsibilities:

What did you like most about your position?

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What did you like least about your position?

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**Employer #3:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Starting Job Title: \_\_\_\_\_

Final Job Title: \_\_\_\_\_

Immediate supervisor and title (for most recent position held):

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May we contact for reference?

Yes     No     Later

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Ext: \_\_\_\_\_

Why did you leave?

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## Employment History Continued

Summarize the type of work performed and job responsibilities:

What did you like most about your position?

What did you like least about your position?

**Employer #4:**

Phone Number:

Street Address:

City:

State:

Dates Employed:

From:

To:

Starting Job Title:

Final Job Title:

Immediate supervisor and title (for most recent position held):

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

What did you like most about your position?

What did you like least about your position?

## Employment History Continued

Explain if you have ever been fired or asked to resign from a job?

Explain any gaps in your employment, other than those due to personal illness, injury, or disability:

## Skills and Qualifications

Summarize any special training, skills, languages, licenses, bonding, certifications, and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (include software titles and level of experience, such as basic, intermediate, or advanced.)

Software Name

Skill Level

## Educational Background

**School Name #1:**

City/State:

# of Years Completed:

Level Completed:

Major/Minor/Certificate:

**School Name #2:**

City/State:

# of Years Completed:

Level Completed:

Major/Minor/Certificate:

**School Name #3:**

City/State:

# of Years Completed:

Level Completed:

Major/Minor/Certificate:

**References**

List names and telephone numbers of three business/work references who are **not** related to you and are not previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name:	Title:	Relationship to you:
_____	_____	_____
Phone:	Email:	
_____	_____	
Name:	Title:	Relationship to you:
_____	_____	_____
Phone:	Email:	
_____	_____	
Name:	Title:	Relationship to you:
_____	_____	_____
Phone:	Email:	
_____	_____	

**Related Information**

When answering these questions, please exclude any information that would reveal race (including traits historically associated with race, such as hair texture and protective hairstyles), religion, color, sex (including pregnancy), age, national origin, mental or physical disability, ancestry, sexual orientation, gender identity, genetic information, familial status, victim of domestic violence, or other similarly protected status.

To what job-related organizations (professional, trade, etc.) do you belong?

List any relevant volunteer work:

List special accomplishments, publications, awards, etc.:

**Applicant Statement and Signature**

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

**Continued on next page**

## Applicant Statement and Signature Continued

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with this application for employment. My personal information may be shared with the employer's affiliate(s) and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by the employer.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her race (including traits historically associated with race, such as hair texture and protective hairstyles), religion, color, sex (including pregnancy), age, national origin, mental or physical disability, ancestry, sexual orientation, gender identity, genetic information, familial status, victim of domestic violence, or any other protected status under applicable federal, state, or local law.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

Signature of Applicant:

Date Signed:

**Important note: This job application includes attorney-approved questions prepared specifically for to hire in Maine.**