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Aroostook County Sheriff's Office

Shawn D. Gillen, Sheriff
Joey D. Seeley, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Sheriff Shawn D. Gillen

From: Commander Peter A. Johnson

CC: Chief Deputy Joey D. Seeley

Date: February 13, 2023

Reference: Full Time Dispatch

The Aroostook County Sheriff's Office recently advertised for a fulltime dispatcher and Donald Gibson applied for the open position. Mr. Gibson has 6 years' experience as the Associate Director of Housing. Mr. Gibson also comes with 1 year of experience as a Crisis Service Provider. Mr. Gibson passed a background check and will be required to attend the 1-week Emergency Telecommunicator Certification class held in Vassalboro within 1 year.

It is my recommendation that Donald Gibson be hired to fill the open full time dispatch position that were recently advertised.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

25 School St., Suite 216, Houlton, ME 04730

Tel: 207-532-3471

Fax: 207-532-7319

Application for Employment

Please Print

Equal access to programs, services and employment opportunities is available to all persons without regard to race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, 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.

Name GIRSON DONALD LAURENCE Applicant ID # _____
Last First Middle

Address _____ Street _____ City _____ State _____ ZIP Code _____

Telephone # (_____) Cellular/Other Phone # (_____) SAME E-mail Address _____

Position(s) applied for EMERGENCY SERVICES DISPATCHER Date of application 12/1A/22

Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) FACEBOOK

If necessary, best time to call you is ANYTIME : ^{AM} _{PM}
 Home Cellular/Other

May we contact you at work? Yes No
If yes, work number and best time to call: _____

If you are under 18 and it is required, can you furnish a work permit?..... N/A Yes No

If no, please explain: _____

Have you submitted an application here before? Yes No

If yes, give date(s) and position(s): 2006-2009
DEPUTY SHERIFF

Have you ever been employed here before?..... Yes No

If yes, give dates: From 11/15/06 To 7/15/09

Is this application a request for reemployment following an extended military leave of absence from this company?..... Yes No

If yes, additional information may be requested. _____

Are you lawfully authorized to work in the United States?..... Yes No

Date available for work 1/1/23

What is your desired salary range or hourly rate of pay?
\$ _____ Per 1 _____

Type of employment desired: Full-Time Part-Time
 Educational Co-Op Seasonal Temporary

Will you relocate if job requires it? Yes No

Will you travel 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: _____

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

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

Have you ever been bonded? Yes No

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? NOTE: Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. You are not obligated to disclose juvenile records that have been expunged. Yes No

If yes, please provide date(s) and details: _____

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company?..... Yes No

If yes, please explain: _____

Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a volunteer basis.

Employer: UNIVERSITY OF MAINE AT PRESQUE ISLE (707) 768-7560
 Telephone #
 Street address: 181 MAIN ST. PRESQUE ISLE ME
 City State
 Starting job title/final job title: ASSOCIATE DIRECTOR OF HOUSING AND LIFE RESIDENCE LIFE
 Dates employed: 2/16/2016 to 7/28
 Month Year Month Year
 Immediate supervisor and title (for most recent position held): SARAH COYEL
 May we contact for reference? Yes No Later
 E-mail:
 Why did you leave? LAID OFF
 Summarize the type of work performed and job responsibilities: MANAGED RESIDENCE LIFE AT SMALL UNIVERSITY
 What did you like most about your position? WORKING WITH STUDENTS AND STAFF.
 What were the things you liked least about the position? DEALING WITH MEETINGS AND PAPERWORK.

Employer: AROOSTOOK MENTAL HEALTH CENTER
 Telephone #
 Street address: 43 HATCH DRIVE CARIBOU ME
 City State
 Starting job title/final job title: MOBILE EMERGENCY SERVICES PROVIDER
 Dates employed: 2/15 to 2/16
 Month Year Month Year
 Immediate supervisor and title (for most recent position held):
 May we contact for reference? Yes No Later
 E-mail:
 Why did you leave? LEFT FOR ANOTHER POSITION
 Summarize the type of work performed and job responsibilities: MOBILE CRISIS RESPONSE IN THE COMMUNITY.
 What did you like most about your position? WORKING WITH CLIENTS
 What were the things you liked least about the position? WORKING WITH SENIOR STAFF.

Employer: SEARS
 Telephone # () OUT OF BUSINESS
 Street address: AROOSTOOK CENTER MALL PRESQUE ISLE ME
 City State
 Starting job title/final job title: ASSISTANT MANAGER
 Dates employed: 4/10 to 2/15
 Month Year Month Year
 Immediate supervisor and title (for most recent position held): DONELLA LEAVITT
 May we contact for reference? Yes No Later OUT OF BUSINESS
 E-mail:
 Why did you leave? STORE CLOSED
 Summarize the type of work performed and job responsibilities: MANAGE ALL HARDWARE SALES DEPARTMENTS.
 What did you like most about your position? WORKING WITH CUSTOMERS
 What were the things you liked least about the position? NONE

Employer: AROOSTOOK COUNTY SHERIFFS OFFICE
 Telephone # (707) 532-3471
 Street address: 25 SCHOOL STREET # 010 HAYTON ME
 City State
 Starting job title/final job title: DEPUTY SHERIFF
 Dates employed: 11/06 to 07/09
 Month Year Month Year
 Immediate supervisor and title (for most recent position held): SGT. FOREST DUDLEY
 May we contact for reference? Yes No Later
 E-mail:
 Why did you leave? LEFT FOR ANOTHER POSITION
 Summarize the type of work performed and job responsibilities: TRANSPORT / PATROL
 What did you like most about your position? WORKING WITH CO-WORKERS AND CITIZENS
 What were the things you liked least about the position? NONE

Employment History (continued)

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

I HAVE ONLY HAD A CURRENT GAP
DUE TO BEING LAID OFF FROM MY
LAST POSITION.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain:

Skills and Qualifications

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

I HAVE SPENT MOST OF MY CAREER WORKING WITH PEOPLE
IN VARIOUS STAGES OF CRISIS. EMERGENCY WORK IS
VERY FAMILIAR TO ME.

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

- Word Processing WORD, DOCS Level: A Internet CHROME FIREFOX Level: A
- Spreadsheet EXCEL, SHEETS Level: A Other _____ Level: _____
- Presentation POWERPOINT, PRESENTATION Level: A Other _____ Level: _____
- E-mail OUTLOOK, GMAIL Level: _____ Other _____ Level: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	Year Completed	Completed	GPA (Last Term)	Major/Minor
UNIVERSITY OF MAINE AT PRESQUE ISLE PRESQUE ISLE, ME	4	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input checked="" type="checkbox"/> Degree <u>BA</u> <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		BEHAVIORAL SCIENCE/ CRIMINAL JUSTICE
GEORGE STEVENS ACADEMY BLUE HILL, ME	4	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		HS. DIPLOMA
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

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	Telephone	E-mail	# of Years Known
		FRIEND	()		5+
		FRIEND	()		5+
		FRIEND	()		20+

Related Information

When answering these questions, please exclude any information that would reveal race, religion, color, sex (including pregnancy), age, national origin, marital or physical disability, sexual orientation, gender identity, genetic information, or other similarly protected status.

To what job-related organizations (professional, trade, etc.) do you belong? NONE

List special accomplishments, publications, awards, etc. NONE

List any relevant volunteer work. NONE

Is there any other job-related information you want us to know about you? NOT CURRENTLY

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this 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, resumé, 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.

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.

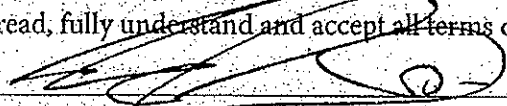
I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with this application for employment. My personal information may be shared with the employer's affiliate(s) and third parties engaged by the employer to perform services for 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, religion, color, sex (including pregnancy), age, national origin, marital or physical disability, sexual orientation, gender identity, genetic information, 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.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant 

Date 12/29/2022

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Important note: This is approved for use by the purchaser only. This form may not be shared publicly or with third parties.

**ATTORNEY
APPROVED**

Donald L. Gibson

Education

Bachelor of Arts - University of Maine at Presque Isle

Major: Behavioral Science—Concentration in Criminal Justice

Associate of Arts - University of Maine at Presque Isle

Major: Criminal Justice

Work Experience

University of Maine at Presque Isle

Associate Director of Housing and Residence Life February 2016 - June 2022

Responsible for the Housing and Residence Life department, budgeting, conduct and student satisfaction at a rural university of 1300 students. Primary responsibilities include: housing applications and assignments including day-to-day operations, financial budgeting, conduct investigations and hearings, Title IX investigations, and supervision and training of the residence life staff of 16. Additionally, was the COVID Coordinator Residential Living on campus, and served on the Emergency Operations Committee, Civility and Inclusion Task Force, and various other committees at the direction of the Dean of Students.

Aroostook Mental Health Center

Mobile Emergency Services Specialist January 2015 – February 2016

Autonomous crisis service provider. Carried Maine state certification of Mental Health Rehabilitation Technician – Crisis Service Provider. Part of a Community based team which featured 24 hour crisis prevention and response. Responsibilities included meeting clients where ever required, evaluation and treatment planning including medical providers, clinicians, psychiatric facilities, and the client. Also assisted lower-intensity clients with crisis-prevention and coordination of treatment.

Sears Holdings

Assistant Store Manager June 2011 – January 2015

Senior Manager responsible for all hardlines departments in the Presque Isle store location. Areas of responsibility include: Home Appliances, Consumer Electronics, Home Improvement, Sporting Goods and Household Good to include Mattresses and Home Goods. Duties include coordination of staffing, ensuring merchandising is set to company standards, dealing with any and all customer service issues and complaints, and any other duties as assigned by the store or district manager.

Human Resource Lead February 2011 – June 2011

Management team member responsible for the talent acquisition in a store of approximately 85 associates. Accountable for new associates throughout the hiring process, through training, and

the entirety of their time with Sears Holdings. In charge of the cash flow throughout the store from point-of-sale to final deposit. Coordinates scheduling for multiple departments. Performs other management tasks as needed to ensure store and associate success.

Aroostook County Sheriff's Office

Deputy Sheriff

December 2006 – July 2009

Rural vehicle patrol in a county of more than 6,000 square miles. Responsible for traffic and criminal investigations – took investigations from initial interviews of witnesses and informants through gathering and interpreting evidence, interrogating suspects, arrests and testifying in court. Also transported prisoners and worked special events as security. Also participated in training with a regional tactical team.

University of Maine at Presque Isle

August 2003 – July 2009

Area Coordinator-Residence Life

Acted as assistant director for the residence halls. Job duties included: hire, train and supervise a staff of 14 student Resident Assistants; Heard all primary level Judicial cases for the 300 +/- students who resided in campus residence halls; participated in a rotating night duty schedule where I was the senior official responsible for the residence halls; department webmaster-including administering the University incident reporting system, among other electronic reporting systems.

American Red Cross – Bangor, ME

May 2001 – July 2009

Instructor of Workplace and Community First Aid and Safety.

KidsPeace National Centers for Kids in Crisis – Orono, ME September 1999 – August 2003

Supported Families Case Manager

Mid-Level management position. Worked as a case supervisor for cases involving biological families and their children coming into care of the state, or coming back to the family from the state. Principally responsible for working with the parents in evaluating and coaching them in their roles. Supervised Family Support Workers, whose role was to work with the family as a unit. Also responsible for coordination of staff training for an office of approximately 20. Maintained a database of certification dates, and maintained a store of safety supplies for foster homes.

Family Support Worker II – In-home support and intervention for foster families, and biological supported families. Worked as a member of a treatment team in the homes of clients. In a biological home, responsible for observation, feedback and intervention for all members of the supported family. Reported to the team and the family in order to avoid any child placement outside their home. Also responsible for training staff in CPR, First Aid, Professional Crisis Management, and Recognizing the characteristics of the adult sexual perpetrator.

Senior Childcare Worker – Team Leader on a six person team in a boys residential unit consisting of twenty boys with differing diagnoses. Assisted in managing the after school-to-bedtime shift. Assisted in coordinating five other childcare workers during the shift. Managed a unit petty cash account, and during a shift was responsible for all paperwork, documentation and passing of all medications.

Bar Harbor Police Department – Bar Harbor, ME. June 1999 – September 1999
Reserve Police Officer - Urban foot and bicycle patrol in a busy scenic coastal town. Criminal and traffic investigations, as well as public relations, and police representation in a popular tourist hub that swells to 20,000+ people.

Fort Fairfield Police Department - Fort Fairfield, ME. July 1997 – May 1999
Reserve Police Officer –Suburban vehicle patrol and traffic enforcement, criminal and traffic investigations, and public relations in a town of approximately 4,000 residents.

University of Maine at Presque Isle - Presque Isle ME. August 1996-May 1999
Residence Life- Resident Director- Managed a coeducational residence hall of 75 freshmen residents. Managed a staff of 3 Resident Assistants. Handled primary level judicial cases involving University policy, and helped the Resident Assistants develop an air of mutual respect for the occupants of the building. Assisting in the hiring process and training of new Resident Assistants.
Residence Life-Resident Assistant- Co-managed a floor of 30 upper-class residents, developed and provided activities, handled disciplinary cases, and maintained a community living environment for the students.

Personal Skills

Personal Computer

Familiar with laptop, desktop, tablet and smartphone systems, including Android, iOS and Microsoft through Windows 10, and Microsoft Office 2016.

References Available Upon Request



Aroostook County
Sheriff's Office

Shawn D. Gillen, Sheriff
Craig Holder, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Shawn D. Gillen, Sheriff

From: Craig L. Clossey, Jail Administrator 

cc:

Date: February 13, 2023

Re: New Full-time Corrections Officer

Sheriff,

Timothy Cleland of Houlton has applied for the full-time corrections officer position. Mr. Cleland has successfully passed all applicable tests and background checks.

I recommend that **Mr. Cleland be hired as a full-time Corrections Officer** with a start date of February 27, 2023, at 1000.

Thank you in advance for your consideration.

Cmdr. 

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

25 School St., Suite 216, Houlton, ME 04730

Tel: 207-532-3471

Fax: 207-532-7319

Application for Employment

Please Print

Equal access to programs, services and employment opportunities is available to all persons without regard to race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, 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.

Name Cleland Timothy Ethan Applicant ID # 9173387
Last First Middle
 Address _____
Street City State ZIP Code
 Telephone # () _____ Cellular/Other Phone # _____ E-mail Address _____
 Position(s) applied for Corrections Officer Date of application 1/17/23
 Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) Job posting - Indeed

If necessary, best time to call you is Anytime : AM PM
 Home Cellular/Other
 May we contact you at work? Yes No
 If yes, work number and best time to call:
 () : AM PM

If you are under 18 and it is required, can you furnish a work permit? N/A Yes No
 If no, please explain: _____

Have you submitted an application here before? Yes No
 If yes, give date(s) and position(s): _____

Have you ever been employed here before? Yes No
 If yes, give dates: From / / To / /

Is this application a request for reemployment following an extended military leave of absence from this company? Yes No
 If yes, additional information may be requested.

Are you lawfully authorized to work in the United States? Yes No

Date available for work 1/29/23

What is your desired salary range or hourly rate of pay?
 \$ _____ Per _____

Type of employment desired: Full-Time Part-Time
 Educational Co-Op Seasonal Temporary

Will you relocate if job requires it? Yes No

Will you travel 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: _____

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.

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

Have you ever been bonded? Yes No

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? NOTE: Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. You are not obligated to disclose juvenile records that have been expunged. Yes No

If yes, please provide date(s) and details:

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? Yes No

If yes, please explain: _____

Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a volunteer basis.

Employer: Smith and Wesson Telephone #: (207) 532-7966
 Street address: 19 Aviation Dr City: Houlton State: ME
 Starting job title/final job title: CNC Loader Dates employed: Sept/2022 to Jan/2023
 Immediate supervisor and title (for most recent position held): _____ May we contact for reference? Yes No Later E-mail: _____

Why did you leave? Currently employed

Summarize the type of work performed and job responsibilities. Loading slide cutting machines, checking for flaws and size

What did you like most about your position? Working with gun parts, team environment

What were the things you liked least about the position? No room to move up in company

Employer: Bracon Fisheries Telephone #: _____

Street address: 7357 Digital Circle City: Jacksonville State: FL

Starting job title/final job title: Frozen Foods Manager Dates employed: Oct/2020 to Sept/2022

Immediate supervisor and title (for most recent position held): Braeame Thompson May we contact for reference? Yes No Later E-mail: _____

Why did you leave? Moved to Maine

Summarize the type of work performed and job responsibilities. Managed freezer, performed monthly inventory, oversaw packing

What did you like most about your position? Fast paced, always changing

What were the things you liked least about the position? Overworked

Employer: Fishermans Dock Seafood Telephone #: _____

Street address: 11610 San Jose Blvd City: Jacksonville State: FL

Starting job title/final job title: Seafood Processor / Delivery Driver Dates employed: Jan/2017 to Oct/2020

Immediate supervisor and title (for most recent position held): Rich Rautio May we contact for reference? Yes No Later E-mail: _____

Why did you leave? Merged with parent company

Summarize the type of work performed and job responsibilities. Processor and packed seafood, delivered to restaurants and

What did you like most about your position? Learning different species, dealing with chefs and ^{hotels} owners

What were the things you liked least about the position? Difficult conditions, small, very few days off

Employer: Bealls Florida Telephone #: (904) 997-6990

Street address: 13500 Beach Blvd City: Jacksonville State: FL

Starting job title/final job title: Retail Associate Dates employed: July/2015 to Jan/2017

Immediate supervisor and title (for most recent position held): Angela Warren May we contact for reference? Yes No Later E-mail: _____

Why did you leave? Found better job

Summarize the type of work performed and job responsibilities. Ran cash register, folded and organized clothes

What did you like most about your position? Laworkers, team environment

What were the things you liked least about the position? Hours, pay, late closing

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury, or disability. N/A

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: _____

Skills and Qualifications

Summarize any special training, skills, languages, licenses, 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.)

- Word Processing _____ Level: _____ Internet _____ Level: _____
- Spreadsheet _____ Level: _____ Other _____ Level: _____
- Presentation _____ Level: _____ Other _____ Level: _____
- E-mail _____ Level: _____ Other _____ Level: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	How many years completed	Completed	GPA (if applicable)	Major/Minor
Florida State College at Jacksonville	2	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	3.5	Fire Science Technology
Academy of Biblical Character - Highschool		<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

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	Telephone	Years known
		Co-worker		6
		Co-worker		7
		Co-worker		4

Related Information

When answering these questions, please exclude any information that would reveal race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or other similarly protected status.

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

List special accomplishments, publications, awards, etc. N/A

List any relevant volunteer work. N/A

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this 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, resume, 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.

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, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, 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.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant Timothy Ethan Culver Date 1/17/23



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TIMOTHY ETHAN CLELAND

ADDRESS

PHONE

EMAIL

Hodgdon, 1/18/23

Dear Aroostook County Jail,

My name is Timothy Cleland and I am interested in your correctional officer position. I am a consistent and reliable employee looking to pursue a long-term career in law enforcement and serve my community.

I have previous experience in the seafood industry, where I developed and sharpened many skills that would be beneficial and I look forward to growing even more in this position. In my employment experience, I have been valued for my problem-solving skills, attention to detail, sense of urgency, reliability, and adaptability and I work well both, in a team environment and alone.

Enclosed with this application is my resume, which lists my professional experience, skills, and education in detail. I would be grateful for the opportunity to demonstrate my capabilities further during an interview. Please feel free to contact me to arrange a meeting at your earliest convenience.

Sincerely,

Timothy Ethan Cleland

(207) 538-0009

ethancleland@gmail.com

TIMOTHY ETHAN CLELAND

SKILLS

Problem solving, ability to stand and perform physical activities for long periods of time, attention to detail, adaptable, self-sufficient, works well both alone and with others, forklift and pallet jack certified

EXPERIENCE

Smith & Wesson, Houlton, ME — CNC Loader

October 2022 - PRESENT

- Loading and unloading CNC machines
- Checking parts for flaws and/or tooling marks

Beacon Fisheries, Jacksonville, FL — Frozen Foods Manager

October 2020 - September 2022

- Managing and performing inventory on frozen seafood
- Overseeing the receiving and labeling process
- Inspecting quality on domestic and imported product
- Organizing both, local and out-of-state delivery of product via tractor trailer and/or box truck
- Operating heavy machinery on a daily basis following safety protocols

Fisherman's Dock Seafood Market, Jacksonville, FL — Seafood Processor/Delivery Driver

January 2017 - October 2020

- Processing seafood products
- Safely and efficiently delivering product on a daily basis

EDUCATION

Florida State College at Jacksonville, Jacksonville, FL — Fire Science Technology

Did Not Complete

Academy of Biblical Character, Jacksonville, FL — High School Diploma