

# Employment Application



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 Buss  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: _____		

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**Summarize other employment related to this job:**

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**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.

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Signature of Applicant

Date

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**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.