

TOWN OF ISLESBORO
EQUAL OPPORTUNITY EMPLOYER

Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

Position applied for: _____ **Date:** _____

Last Name	First Name	Middle Initial
Address:		
Home phone:	Email:	
Cell:		

Have you even been employed by the Town before? _____ **Yes** _____ **No**

If yes, give dates(s) and position(s): _____

Are you currently employed? _____ **Yes** _____ **No**

Are you legally eligible for employment in this country? _____ **Yes** _____ **No**

On what date would you be available? _____

Are you available to work: _____ **Full time** _____ **Part time** _____ **Seasonal** _____ **Temporary**

The Town of Islesboro is a smoke free workplace. If hired, do you agree to abide by this workplace policy? _____ **Yes** _____ **No**

Do you have a relative working for the Town of Islesboro? _____ **Yes** _____ **No**

Name: _____

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? _____ **Yes** _____ **No**

If Yes, please provide dates & details: _____

(Answering "yes" does not constitute 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.)

EDUCATION:

	High School	Undergrad. College	Graduate/Professional
School name/Location			
Years completed			
Diploma/Degree			
Course of study			
Honors received			

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

List any professional, trade, business, or civic activities and office held.

If applicable, what computer software (WORD, EXCEL, etc.) can you use?

Have you ever had any job-related training in the US military? Yes No

REFERENCES:

Please give name, address, and phone number of **three references** who are not related to you and are not previous supervisors.

1. _____
2. _____
3. _____

Have you reviewed the job description for the position for which you are applying? Yes No

If so, are you able to perform the specific job requirements, including any physical requirements of the job? Yes No

If a driver's license is needed for the job, have you attached a current copy of your driving record? Yes No

ADDITIONAL INFORMATION:

List any additional information you would like us to consider.

EMPLOYMENT HISTORY:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Under "Description of Duties" list kind of work, responsibilities, and the number of employees and kind of position supervised, if any.

➤ *If you have a resume, print "See Resume" in this section and attach it to application.*

Employer: _____ Phone: _____

Address: _____

Job title: _____ Immediate supervisor: _____

Description of duties: _____

Reason for leaving: _____

Start date: _____ End date: _____

May we contact for reference? Yes No

Employer: _____ Phone: _____

Address: _____

Job title: _____ Immediate supervisor: _____

Description of duties: _____

Reason for leaving: _____

Start date: _____ End date: _____ May we contact for reference? Yes No

Please use this space to provide any comments, including an explanation of any gaps in employment

APPLICANT’S STATEMENT:

I certify that all information I have provided in order to apply for and secure work with the Town of Islesboro is true, complete and accurate to the best of my knowledge. I understand that any false or misleading information provided by me on the application (and any accompanying resume or other paperwork) or in an interview, or any omission of requested information, may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that the filing of an application does not guarantee employment. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that certain positions with the Town of Islesboro may require the applicant to be eligible for bonding. In such instances, eligibility for bonding will be a consideration in determining an applicant’s fitness for such position.

I understand that this application along with any resume and letters/notes of reference, other than those letters and notes of reference I expressly submit in confidence, become a public document should I be hired by the Town of Islesboro. As a result, I understand that the Town of Islesboro cannot guarantee me its confidentiality.

I understand that all job offers are contingent upon:

1. Satisfactory completion of a background check (which may include a credit check;
2. Pre-employment medical exam at the Town of Islesboro’s expense, if a requirement of the position; and
3. Pre-employment alcohol/drug screening, if a requirement of the position. I agree to provide any information and authorizations necessary to complete these background checks, medical exams and/or alcohol/drug tests.

I understand that if I am hired, I will be required to abide by all rules and regulation of the Town of Islesboro.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE “APPLICANT’S STATEMENT”.

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

Signature

Date

Upon completion, mail this to:
Town of Islesboro, ATTN: Town Clerk
POB 76
Islesboro, ME 04848