



# Employment Application

Town of Wiscasset, Maine  
242 Gardiner Road  
Wiscasset, Maine 04578  
(207) 882-8230

The Town of Wiscasset 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 Number (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Cell

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

6. Have you ever worked for the Town of Wiscasset? **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

9. 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**

School Name and Location	Numbers of Years Attended	Did you Graduate?	Degree	Major
<b>College or University</b>				

**Other Education**

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**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, working training programs, armed forces training)

10. Have you ever been found by a court to have committed a misdemeanor or have 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 cannot be employed. The charge and date are important. Give all of the facts so that a decision can be made.*

**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. Present Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_ Avg. Hrs. /Week \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Describe your work

\_\_\_\_\_

\_\_\_\_\_

C. Present Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_ Avg. Hrs. /Week \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Describe your work

\_\_\_\_\_

\_\_\_\_\_

D. Present Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_ Avg. Hrs. /Week \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Describe your work

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Name

\_\_\_\_\_

Name

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Address

\_\_\_\_\_

Address

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Address

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Address

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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 Wiscasset 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 Wiscasset.**

**All applications are kept on file for one year.**