

# Employment Application

COMPANY / EMPLOYER NAME:

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, are you older than:**

☐ 14 ☐ 16 ☐ 17 (Check One)

☐ 18 ☐ 21

**Are you legally eligible for employment in the U.S.?**

☐ Yes ☐ No

**I am seeking a permanent position:**

☐ 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 so, fill out the following:**

Issuing State: \_\_\_\_\_ Type: \_\_\_\_\_

**Endorsement(s):**

☐ Hazardous Materials ☐ Passengers  
☐ Tankers ☐ Tank with Hazardous Materials  
☐ School Buss ☐ Double/Triple Trailers

**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.