



APPLICATION FOR EMPLOYMENT TOWN OF GORHAM, MAINE

75 South Street, Suite 1
Gorham, ME 04038
www.gorham-me.org

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify the HR Director at 222-1651.

PLEASE TYPE OR PRINT LEGIBLY

Name _____
Last First Middle

Address _____
Street Town/State Zip

Telephone # _____ Cell/Alternate Phone # _____

Email Address _____

Position(s) applied for _____

Type of employment desired Full Time Part Time Seasonal Per Diem Date available ____ / ____ / ____

Referral Source: Website Social Media Employee Newspaper Walk-in
 Listserv Job Fair Friend/Relative Radio Other

Name of referral source (if applicable) _____

Have you ever been employed by the Town of Gorham? Yes No

If yes, give dates and name of position held: _____

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

Are you at least 18 years of age? Yes No

If the position sought requires driving, can you provide a valid driver's license? Yes No

EDUCATION

List last three (3) schools attended, **starting with most current**. Indicate diploma or degree earned or, if a degree was not awarded, list number of credits completed towards the degree.

1. _____	_____	_____
School Name & Location	Major	Diploma/Degree
2. _____	_____	_____
School Name & Location	Major	Diploma/Degree
3. _____	_____	_____
School Name & Location	Major	Diploma/Degree

EMPLOYMENT HISTORY

Provide the following information of your past and current employers, assignments, or volunteer activities, **starting with the most recent** (use additional sheets if necessary). Please explain any gaps in employment in comments section.

Employer _____ Telephone _____

Start Date ____ / ____ / ____ End Date ____ / ____ / ____ Immediate Supervisor _____

Address _____

Job Title _____

Describe Responsibilities and Duties: _____

Reason for Seeking New Employment _____

May we contact employer for a reference? Yes No Other: _____

Employer _____ Telephone _____

Start Date ____ / ____ / ____ End Date ____ / ____ / ____ Immediate Supervisor _____

Address _____

Job Title _____

Describe Responsibilities and Duties: _____

Reason for Seeking New Employment _____

May we contact employer for a reference? Yes No Other: _____

Employer _____ Telephone _____

Start Date ____ / ____ / ____ End Date ____ / ____ / ____ Immediate Supervisor _____

Address _____

Job Title _____

Describe Responsibilities and Duties: _____

Reason for Seeking New Employment _____

May we contact employer for a reference? Yes No Other: _____

Additional comments, including explanation of any gaps in employment:

SKILLS AND QUALIFICATIONS

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

REFERENCES

List below name and telephone of three business/work references *not* related to you. If not applicable, list three school or personal references *not* related to you.

1.	_____	_____	_____
	Name	Telephone Number	# of years known
2.	_____	_____	_____
	Name	Telephone Number	# of years known
3.	_____	_____	_____
	Name	Telephone Number	# of years known

APPLICANT STATEMENT

I certify that all information in the above employment application is true, complete and correct to the best of my knowledge. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment that may be necessary in making an employment decision.

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

Signature of Applicant _____ **Date** ____ / ____ / ____

Upon completion, submit this application by mail, fax, or email to:

Town of Gorham Municipal Center
Attention: Human Resources
75 South Street, Suite 1
Gorham, ME 04038
Fax: 207-839-5408
HR@gorham.me.us