



84 Pleasant Hill Road • Scarborough, Maine 04074 • (207) 883-5448

APPLICATION FOR EMPLOYMENT

(appemp)

Date of Application _____

How did you hear about us? _____

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

Name _____

Address _____

Daytime & Nighttime Phone #'s _____

Have you filed an Application here before? _____ When? _____

Are you employed now? _____ Where? _____

May we contact your current employer? _____

On what date would you be available for work? _____

Can you work occasional nights, and week-ends? _____

Are you on a lay-off and subject to recall? _____

Can you travel if a job requires it? _____

Have you been convicted of a felony within the past 7 years? _____

If yes, please explain. _____

Are you a veteran of the U.S. Military? _____ Branch _____

Do you hold a valid Maine driver's license? _____

Have you been convicted of a traffic violation within the past five years? _____ If yes, Please explain. _____

What is your desired Salary? _____

What electrician's license(s) do you hold? _____

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical or Medical Handicaps. Government contractors are subject to 38 USC 2012 of the Viet Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals. If you are a disabled veteran, or have a physical or mental handicap you are invited to volunteer this information which will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

_____ Handicapped Individual _____ Disabled Veteran
-----Vietnam Era Veteran
Signed _____

EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, or other protected status. Provide 10-year history.

1) Employer _____

Address _____

Telephone _____

Dates Employed _____

Job Title/Description _____

Reason for Leaving _____

2) Employer _____

Address _____

Telephone _____

Dates Employed _____

Job Title/Description _____

Reason for Leaving _____

3) Employer _____

Address _____

Telephone _____

Dates Employed _____

Job Title/Description _____

Reason for Leaving _____

EDUCATION

School Name _____

Years Completed/Degrees _____

Special Skills and Qualifications:

Summarize special skills and qualifications acquired from employment or other experience.

Please give name, address, and telephone number of three references who are not related to you and are not previous employers: _____

1. _____

2. _____

3. _____

APPLICANT'S STATEMENT & AGREEMENT

I understand that the Company may investigate my driving record and my criminal record. I voluntarily give the Company and its authorized representatives the right to make an investigation of my educational background, past employment activities, driving record, and criminal conviction record in order to determine my suitability for employment with the Company. I authorize my past employers to disclose to the Company all records and information pertinent to my employment with them. I also authorize any police, criminal justice or similar agencies to release to the Company or its representatives any information reflecting criminal convictions pertaining to me. I authorize all persons disclosing information to accept a photocopy of this statement as having the same authority as the original and I specifically waive any written notice from any person, agency or employer contacted. I hereby release the Company, its agents, authorized representatives, and any and all persons disclosing information hereunder from any and all liability, claims, or damages that may directly or indirectly result from the solicitation, use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I authorize the persons named herein as personal references to provide the Company with any pertinent information they may have regarding myself.

I hereby state that all the information that I provide on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by the Company (employer) at any time and for any reason whatsoever, with or without good cause at the option of either the Company or myself. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing signed by the President of the Company. No supervisor or representative of the Company, other than the President of the Company, has any authority to make any agreements contrary to the foregoing. I further acknowledge that no representations or promises have been made to me, nor have any documents (including, without limitation, any personnel policies, handbooks, manuals, and/or guidelines) other than this application form been given or shown to me, regarding the terms of employment with the Company prior to my hire. This agreement is the entire agreement between the Company and me (the employee) regarding the rights of the Company or me to terminate employment at will and with or without good cause, and this agreement takes the place of all prior and contemporaneous agreements, and understandings of me and the Company.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT

SIGNATURE OF APPLICANT

DATE

Completed applications remain on file for one month then destroyed.