TOWN OF OGUNQUIT
P0 BOX 875 OGUNQUIT, ME 03907
(207) 646-5139

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR: _____

Instructions: (1) Please type or print in ink (2) Answer each question clearly (3) All information is subject to verification. (4) If more space is required, please use separate sheet(s) of paper

NAME: _____
(Please print)

ADDRESS:_____

MAILING ADDRESS (If different):_____

TELEPHONE: Home: ( ) _____ Cell: ( ) _____

E-MAIL:_____

How did you hear about this opening? Ad☐ Friend/Relative ☐ Town Website ☐ Career Center ☐

Other (please specify)_____

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

If yes, give the Department: _____

Dates: From _____ to _____

Give the name of any present Town Employee you are related to and specify the relationship:

_____

When would you be available to start work?_____
Are you employed now? Yes ☐ No☐
May we contact your present employer? Yes☐ No☐

EXPERIENCE

1. Name of Current or Last Employer:_____

Address:_____

Phone Number:_____

Job Title/Position: _____

From: _____ To: _____ Hours per Week: _____

Duties and Responsibilities:_____

_____

OGUNQUIT
Beautiful Place by the Sea

Supervisor's Name: _____ Phone Number: _____

Reason for leaving: _____

_____

2. Name of Prior Employer:_____

Address:_____

Phone Number:_____

Job Title/Position: _____

From: _____ To: _____ Hours per Week: _____

Duties and Responsibilities:_____

_____

Supervisor's Name: _____ Phone Number: _____

Reason for leaving: _____

_____

3. Name of Prior Employer: _____

Address:_____

Phone Number:_____

Job Title/Position: _____

From: _____ To: _____ Hours per Week: _____

Duties and Responsibilities:_____

_____

Supervisor's Name: _____ Phone Number: _____

Reason for leaving: _____

_____

_____

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EDUCATION AND TRAINING

Highest grade completed: _____

Name and Location of High School, College, University, Professional School, Trade School Attended:

_____

Any Degrees/Certificates: _____

Any other knowledge, skills, or abilities, that you will bring to this job?

_____

_____

_____

_____

Other Information you'd like us to know about you?_____

_____

_____

COMPLETE AND SIGN
Applicant's Certification and Agreement -*Please Read Carefully.*

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I authorize review of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signed:_____ Date_____

Printed_____