



Branch Locations
Naples Portland South Portland Windham
225 Riverside Street • P.O. Box 1038 • Portland, ME 04104-1038 • (207) 221-5000

Application for Employment

Date of Application _____

Position(s) Applied For _____

I. Personal Background

Name Last First Middle

Address Number Street City State Zip Code

Telephone Social Security #

Are you a United States Citizen? Yes No

If you are not a U.S. Citizen, do you have proof of your immigration status? Yes No

On what date will you be available to begin work? _____

Can you travel if your job requires it? Yes No

What foreign languages are you able to speak? _____

Read? Write? _____

Have you submitted an application for employment here before? Yes No When? _____

List any professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status). _____

Referral source: Advertisement Friend Relative Walk-in Employment Agency
Other (please explain) _____

An Equal Opportunity Employer

II. Employment History

Please provide the following information for each of the last three positions you have held, starting with the most recent.

Name of Employer _____

Address _____
Number Street City State Zip Code

Telephone _____

Job title and nature of work performed and job responsibilities? _____

Immediate Supervisor and title _____

Dates of employment _____

Reason for leaving _____

Rate of pay or salary _____

Name of Employer _____

Address _____
Number Street City State Zip Code

Telephone _____

Job title and nature of work performed and job responsibilities? _____

Immediate Supervisor and title _____

Dates of employment _____

Reason for leaving _____

Rate of pay or salary _____

Name of Employer _____

Address _____
Number Street City State Zip Code

Telephone _____

Job title and nature of work performed and job responsibilities? _____

Immediate Supervisor and title _____

Dates of employment _____

Reason for leaving _____

Rate of pay or salary _____

III. Educational Background

Please provide the following information for every secondary and post-secondary institution you attended.

Name of institution _____

Address _____
Number Street City State Zip Code

Dates of attendance _____

Degree received or course of study completed _____

Areas of Concentration _____

Name of Institution _____

Address _____
Number Street City State Zip Code

Dates of attendance _____

Degree received or course of study completed _____

Areas of concentration _____

Attach additional sheets as needed.

IV. References

Please provide the following for each of the three references.

Name _____

Address _____
Number Street City State Zip Code

Telephone _____ Years known _____

Nature of relationship _____

Name _____

Address _____
Number Street City State Zip Code

Telephone _____ Years known _____

Nature of relationship _____

Name _____

Address _____
Number Street City State Zip Code

Telephone _____ Years known _____

Nature of relationship _____

V. Skills and Qualifications

Please provide us with information regarding any special skills, experience or qualifications which you feel would assist us in evaluating your application: _____

VI. Disclosures

We may procure or request preparation of an investigative consumer report as part of our procedure for processing your employment application.

An investigative consumer report whereby information is obtained through personal interviews with your neighbors, friends or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living.

You have the right to make a written request to us within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

If we deny employment to you in whole or in part because of information contained in this report, we shall so inform you and will supply you with the name and address of the person or persons making the report.

Signature of Applicant _____ Date _____



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Consent

By signing this application, I signify that I understand and agree that the employer may, and hereby grant the employer the right to contact any or all the persons, entities or institutions listed by me above. I further grant the employer the right to obtain any additional information about me, including but limited to my credit history, consumer reports, including investigative consumer reports, and criminal records on file with any Federal, State or local law enforcement authorities or agencies. If I am employed, the right to obtain all of this information will continue on the part of the employer until such time as my employment is terminated.

Signature of Applicant _____ Date _____