

# Town of Richmond

26 Gardiner St. ~ PO Box 159  
Richmond, Me. 04357  
737-4305 (phone)  
737-4306 (fax)  
www.richmondmaine.com

## APPLICATION FOR EMPLOYMENT

### *Personal Information*

Name:	Date:
Address:	City:
Home Phone:	Cell Phone:
Email Address:	
Please list other names you have used:	
Previous addresses: (please provide last 10 years)	
Do you have any relatives employed with the Municipality? <input type="checkbox"/> Yes	
If yes, please list:	
Name: _____	Dept: _____ Relationship: _____
Name: _____	Dept: _____ Relationship: _____

### *Position Applying For*

Title:	Salary Desired:
Referred By:	Date Available:
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## *Education*

High School/G.E.D. (Name, City, State):

Graduation Date:

Business or Technical School:

Dates Attended:

Degree, Major:

Graduate or Undergraduate college:

Dates Attended:

Degree, Major:

## *Skills Overview*

List computer software with which you are familiar:

Are you fluent in a language other than English?  Yes  No

Language(s):

Please summarize relevant skills & experience that demonstrate your qualifications for the above position:

Tools, Equipment & Machinery you can use & operate:

Summarize Volunteer Services work including dates:

Summarize Leadership Roles:

<i>References</i>		
Name	Address	Phone

<i>Former Employers</i>				
Dates	Name & Address	Salary	Position	Reason for Leaving

<i>Military Services</i>	
Have you ever served on active duty in the U.S. armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	
From:	To: <input type="text"/> Branch: <input type="text"/>
Primary Duties: <input type="text"/>	

<i>Current Employer</i>				
Date Hired	Name & Address	Salary	Position	May we contact them

<i>In case of an emergency notify</i>		
Name: <input type="text"/>	Address: <input type="text"/>	Phone: <input type="text"/>

## Legal

Are you a U.S. citizen?  Yes  No

If no, do you have a legal right & necessary documents to work in the U.S.

Yes  No

(Identity & employment eligibility of all new hires will be verified as required by the Immigration Reform & Control Act of 1986)

Were you ever discharged by any company?  Yes  No

If yes, give name(s): \_\_\_\_\_

Reason for discharge(s): \_\_\_\_\_

Have you had any traffic convictions or accidents in the last 3 years?

Yes  No If yes, please list:

Conviction or Accident \_\_\_\_\_ Date \_\_\_\_\_

Conviction or Accident \_\_\_\_\_ Date \_\_\_\_\_

Have you been convicted of any crime?  Yes,  No. If yes, please list details including dates, charges, and disposition. Convictions are not an absolute bar to employment. Consideration is given to the offense & its relationship to the position you are applying for. \_\_\_\_\_

## Applicant, please read & sign below

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record and/or criminal history. I authorize anyone possessing this information to furnish it to the Town of Richmond, Maine, upon request and I release anyone so authorized from all liability and damages whatsoever in furnishing, obtaining or using said information.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in **immediate** dismissal. I understand also that I am required to abide by all rules and regulation of the Town of Richmond, Maine.

Date:

Signature:

**"Town of Richmond is an Equal Opportunity Organization"**

Please note that ages 14 & 15 need a work permit from the Superintendent's Office prior to your start date!