



Town of Minot
 329 Woodman Hill Road
 Minot, Maine 04258
 (207) 345-3305
 (207) 346-0924 Fax

EMPLOYMENT APPLICATION FORM

Last Name:	First name:	Middle Name:
Address:		Phone:
Town/City:	State:	Zip

Are you a citizen of the United States or otherwise authorized to work in the United States? Yes No
Proof of citizenship or immigration status will be required upon employment

Position Applying for:	Date of Application:
How did you hear of the position:	Date available to Start:

Educational History		
Give Names/Addresses of Schools	Major	Furthest Level Completed
High School		
College		
Graduate/Other		
Additional Training		

Employment Record (begin with the most recent)

Employers Name:	Date Start:
Address:	
Phone Number:	Supervisor:
Position:	Duties:
Reason for leaving:	

Employers Name:	Date Start:	
Address:		Date End:
Phone Number:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position:	Duties:	
Reason for leaving:		

Employers Name:	Date Start:	
Address:		Date End:
Phone Number:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position:	Duties:	
Reason for leaving:		

Employers Name:	Date Start:	
Address:	Date End:	
Phone Number:	Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position:	Duties:	
Reason for leaving:		

Additional Questions

Drivers License #:	State Issued:	Expiration Date:
Class: <input type="checkbox"/> C (Standard) <input type="checkbox"/> B (CDL) <input type="checkbox"/> A (CDL) <input type="checkbox"/> Other:		

Clerical Positions

What software can you use?

Word processing:	Spreadsheet:	Database:
Web development/CMS:	Trio? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other		

Additional information that may be helpful in evaluating your credentials for the position:

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any false or misleading information given in my application or interview, or any omission of requested information, may disqualify me for further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand the filing of an application does not guarantee employment. I will be expected to meet the established employment standards which include satisfactory references, the ability to perform the position requirements, and satisfactory performance thereof.

I authorize the Town of Minot to conduct a thorough investigation of my past/current employment and/or education listed above. This includes the results of a criminal background check, motor vehicle driving record check, and consumer credit check. I understand that an offer of employment for positions requiring drug and physical screening is contingent upon successful completion of the process.

I release from all liability or responsibility the Town of Minot or its agent(s) for requesting and all persons, companies, and corporations for supplying such information.

Signature of Applicant _____
Date

The Town of Minot considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.

Thank you for your interest in working for the Town of Minot!