



## Application for Employment

# TOWN OF NORTH YARMOUTH

We appreciate your interest in the Town of North Yarmouth and assure you that we are sincerely interested in your qualifications for possible employment in a capacity equal with your education and training proficiencies.

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, color, national origin, religion, age, gender, sexual orientation, disability, veteran status, or any other characteristic protected under local, state or federal law.

### AN EQUAL OPPORTUNITY EMPLOYER

Please Print

Name \_\_\_\_\_  
Last First M.I.

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

How did you hear of the position? \_\_\_\_\_

### Education

High School Diploma or GED?  Yes  No  Diploma Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

College, Business, or Trade School Education (please include date(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Licenses or Certifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Armed Forces

If you served in the United States Armed Forces, please list the branch, dates, rank, and skills acquired: \_\_\_\_\_

Do you possess an honorable discharge? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Employment History** - Check here  if submitting a resume; this section can be skipped.

Please list your employment history; list present or most recent employer first. Use an additional page if necessary.

Employer	Employed (mm/yy) Fr: To:	Address/City/State	Salary	Reason for Leaving
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Type of work performed and list any special skills:

Employer	Employed (mm/yy) Fr: To:	Address/City/State	Salary	Reason for Leaving
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Type of work performed and list any special skills:

**Personal Information**

1) Have you ever been employed by the Town of North Yarmouth before? Yes  No

If yes, what department \_\_\_\_\_ and when \_\_\_\_\_.

2) Are you able to perform the essential duties of the position you are applying for with or without reasonable accommodation? Yes  No

If no, please explain. \_\_\_\_\_  
\_\_\_\_\_

3) Are you legally authorized to work in the U.S.?

Yes  No

*Note: You will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.*

4) Are you at least 18 years of age?

Yes  No

5) Have you ever been convicted of a crime or are there any pending charges against you? *(Note: A conviction does not automatically bar you from employment)*

Yes  No

If yes, include details: \_\_\_\_\_

6) If required for the position, do you have a clean driving record? (if no, please explain)

Yes  No

7) If hired, when would you be available to start? \_\_\_\_\_

8) What are your salary requirements? \_\_\_\_\_

**References**

NAME	RELATIONSHIP	EMAIL ADDRESS	PHONE NUMBER

Are you presently employed? Yes  No  If so, may we contact your present employer? Yes  No

**CERTIFICATE OF APPLICANT**

Please read carefully before signing.

I certify that the answers given by me to the foregoing questions and statements are true and correct to the best of my knowledge without consequential omissions of any kind. I agree that the Town shall not be held liable in any respect if my employment is rejected or subsequently terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may lead to employment termination. I understand that a medical examination based on the requirements of the position for which I am being considered may be required. I also voluntarily and knowingly authorize the companies, schools or persons named above to give any information requested regarding my former employment, character and qualifications. I hereby voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless said companies, schools or persons from any and all liability for any damages for issuing this information, except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment, which the party disclosing such facts knows to be untrue. In consideration of my employment, I agree to conform to the rules and regulations of this organization. My employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either my employer or me.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Completed applications must be dropped off at the Town Office, mailed to the following address:  
Town Manager, Town of North Yarmouth, 10 Village Square Road, North Yarmouth, ME 04097  
or emailed to: [manager@northyarmouth.org](mailto:manager@northyarmouth.org)