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.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Employed (mm/yy)</th>
<th>Address/City/State</th>
<th>Salary</th>
<th>Reason for Leaving</th>
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Type of work performed and list any special skills:

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**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

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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