



Town of South Berwick
Equal Opportunity Employer
Application for Employment

Position applied for: _____ Date of application: _____

Note: Fire Department Explorer Program & Jr. Firefighters have age and other requirements. Please refer to the Standard Operating Guidelines found on the town website or call 207-384-3036 for more information.

Where did you hear about this opportunity? _____

Internet Friend Relative Other SITE/NAME: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

ADDRESS: _____

BEST CONTACT NUMBER: _____ CELL NUMBER OR ALTERNATE NUMBER _____

EMAIL ADDRESS: _____

What is the best time to call you? _____

If you are under 18 years of age, can you furnish a work permit? Yes No

Have you ever filed an application with us before? Yes No
If yes, give date(s) and position(s) _____

Have you ever been employed with us before? Yes No

Are you currently employed? Yes No

Are you legally eligible for employment in this country? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Do you have a relative working for the Town of South Berwick? Yes No
If yes, name of relative and relationship _____

Do you have available transportation? Yes No

Do you have an active Driver's License and/or CDL endorsement? Yes No
(If applicable)

EDUCATION:

	High School	Undergraduate College/University	Graduate/ Professional
School Name & Location			
Years Completed			
Diploma/Degree			
Describe course of study			
Describe any honors you have received			

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

List any professional, trade, business, or civic activities and office held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.

Have you ever had any job-related training in the United States military? Yes No
If yes, please describe _____

REFERENCES:

Give name, address, and telephone number of three references who are not related to you and are not previous supervisors.

1. _____
2. _____
3. _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

ADDITIONAL INFORMATION

List any additional information you would like us to consider.

EMPLOYMENT HISTORY:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Under "Description of Duties" list kind of work, responsibilities, the number of employees, and kind of position supervised, if any. Use additional sheets if needed.

**Please check here if you are including a resume with this application.
Complete the areas in bold below.**

Employer _____ Telephone _____

Address _____

Job Title: _____ Immediate Supervisor: _____

Description of Duties:

Reason for Leaving _____

Start Date _____ End Date _____ **May we contact for reference? Yes _____ No _____**

Employer _____ Telephone _____

Address _____

Job Title: _____ Immediate Supervisor: _____

Description of Duties:

Reason for Leaving _____

Start Date _____ End Date _____ **May we contact for reference? Yes _____ No _____**

Employer _____ Telephone _____

Address _____

Job Title: _____ Immediate Supervisor: _____

Description of Duties:

Reason for Leaving _____

Start Date _____ End Date _____ **May we contact for reference? Yes _____ No _____**

Employer _____ Telephone _____

Address _____

Job Title: _____ Immediate Supervisor: _____

Description of Duties:

Reason for Leaving _____

Start Date _____ End Date _____ **May we contact for reference? Yes _____ No _____**

Comments including explanation of any gaps in employment _____

APPLICANT’S STATEMENT:

I certify that all information I have provided in order to apply for and secure work with the Town of South Berwick is true, complete and accurate to the best of my knowledge. I understand that any information provided by me on the application or in an interview that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the Town of South Berwick employment whenever it is discovered.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand, if hired, that I am required to abide by all rules and regulations of the employer.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that that all job offers are contingent upon: (1) Satisfactory completion of background check, if a requirement of the position. (2) Pre-employment medical exam, if a requirement of the position, at employer’s expense. (3) Pre-employment alcohol/drug screening if a requirement of the position.

Equal Employment Opportunity Policy

The Town of South Berwick provides equal opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

Date

Upon Completion, mail, email or fax this application to:

Human Resource Department
Town of South Berwick
180 Main Street
South Berwick ME 03908
Tel: 207-384-3036
Fax: 207-384-3303
hstanley@sbmaine.us