



APPLICATION FOR EMPLOYMENT

Town of Waterboro

Mail To:
24 Townhouse Road
East Waterboro, ME 04030
(207) 247-6166
(207) 2473013 fax
Email: waterboro@waterboro-me.gov

Thank you for your interest in employment with the Town of Waterboro. The following information is provided to assist you in completing the application.

The Town of Waterboro is an Equal Opportunity/Affirmative Action Employer. It is our policy to recruit, develop, and retain a high performing and diverse workforce that fosters a healthy, safe, and productive work environment.

The Town of Waterboro retains applications for employment for one (1) year from the date they are received. Applications are actively viewed for six (6) months from the date received.

Position Applied For: _____

Name: _____
Last First Middle

Social Security Number _____ - _____ - _____ **Maiden Name:** _____

Legal Address: _____
Street City/Town State Zip

Mailing Address: _____
Street/PO Box City/Town State Zip

Home Phone: _____ **Work Phone:** _____

Cell Phone: _____

Driver's License #: _____ **Class:** _____ **State:** _____ **Status Valid**
Yes No

Explain if not valid license: _____

Person (s) to Notify in Case of Emergency:

Name relationship Telephone

Name relationship Telephone

Education & Training

School/Location/Education:	Years Completed
GED _____	_____
High School _____	_____
College _____	_____
Other _____	_____

Questionnaire

1. Are you a citizen of the U.S.? yes no Where? _____
2. Are you a resident of Waterboro, Maine? yes no
3. Have you ever applied for employment with the Town of Waterboro? yes no Date: _____
4. Have you ever been employed by the Town of Waterboro? yes no Date: _____

Work History

Resume Attached yes no

Present Employer: _____ Tel: (____) _____
Address: _____
Position Held: _____ # of years: _____

Previous Employer: _____ Tel: (____) _____
Address: _____
Position Held: _____ # of years: _____

Previous Employer: _____ Tel: (____) _____
Address: _____
Position Held: _____ # of years: _____

Authorizations/Background Release

I, _____, hereby request and authorize you to furnish to the Town of Waterboro, Town Administrator, or his/her representative, any information they may request concerning my work record, educational history, criminal record, or driver's license record. This authorization is specifically intended to include all information of confidential nature as well as photocopies of such documents, if requested. The information will be used for determining my eligibility for employment with the Town of Waterboro. I also authorize the Town of Waterboro to conduct an investigation of my employment, educational, or background history through any investigative agencies, bureau of its choice.

I hereby release you and/or your organization from any liability, which may result from furnishing the information requested above, or from any subsequent use of such information in determining my qualifications to be employed to the Town of Waterboro, Maine.

Name of Applicant: _____ Date: _____
(Please Print)

Signature of Applicant: _____ Date: _____

I, _____, certify that the facts contained in this application are true and complete to the best of my knowledge and understand that ,if I am employed, falsified statements on this application shall be grounds for dismissal. I also certify that I have accounted for all of my work experience and training on this application, and that I have not knowingly withheld any fact or circumstance, which would, if disclosed, affect my application unfavorably.

I further understand that this is an application for employment and that no employment contract, either expressed or implied, is being offered.

Date: _____ **Signature of Applicant:** _____