

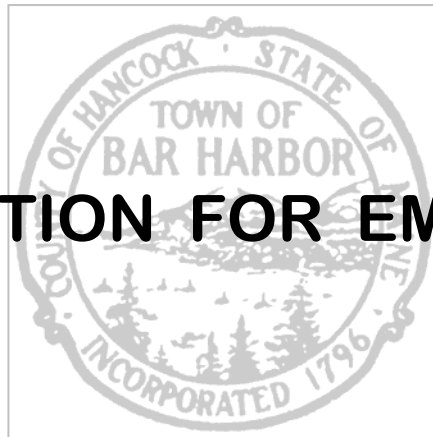
Name: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

## **Town of Bar Harbor**

93 Cottage Street  
Bar Harbor, ME 04609  
[www.barharbormaine.gov](http://www.barharbormaine.gov)

# **APPLICATION FOR EMPLOYMENT**



### **An Equal Opportunity Employer**

The Town of Bar Harbor does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age or disability in employment or the provision of services.

# Town of Bar Harbor, Maine – APPLICATION FOR EMPLOYMENT

Please fill out all questions. Use fourth page if more space is required for any item.

PERSONAL

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
Street No. City State Zip

HOME TELEPHONE: \_\_\_\_\_ HOURS YOU MAY BE REACHED: \_\_\_\_\_

WORK TELEPHONE: \_\_\_\_\_ MAY WE CONTACT YOU AT WORK?  YES  NO

CELL PHONE: \_\_\_\_\_ EMAIL ADDRESS (OPTIONAL): \_\_\_\_\_

Were you ever convicted by a court of an offense other than a traffic violation?  YES  NO If yes, give details.

Are you age 18 or older?  YES  NO

Are you eligible to be lawfully employed in the United States?  YES  NO

(Proof of citizenship or immigration status will be required upon employment.)

Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_ Endorsements: \_\_\_\_\_

List any family members presently employed by the Town of Bar Harbor (including spouse, parents, children, siblings, uncles, aunts, nephews, nieces and any of the same related as in-laws, step-relations or half-relations).

MILITARY

Military Record: Are you a Veteran?  YES  NO

Honorable Discharge?  YES  NO

Branch of Service: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

If you belong to the reserves, indicate branch or unit: \_\_\_\_\_

EDUCATION

Name and Location of Schools:

High School: \_\_\_\_\_

Did you graduate?  YES  NO

College or University: \_\_\_\_\_

Major Courses: \_\_\_\_\_

Did you graduate?  YES  NO If yes, with what degree? \_\_\_\_\_

Graduate Study, Business, Correspondence or Trade School Courses – Describe: \_\_\_\_\_

Major Courses: \_\_\_\_\_

Did you graduate?  YES  NO If yes, with what degree? \_\_\_\_\_

Continued on next page

**EMPLOYMENT HISTORY**

List below your last three jobs; begin with your present or most recent position. List relevant activities.

**FIRST or PRESENT:**

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Address City State Telephone

Dates of Employment – From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Position Title: \_\_\_\_\_ Salary/Hourly: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your current employer?  YES  NO

Name and Title of Supervisor: \_\_\_\_\_

**SECOND:**

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Address City State Telephone

Dates of Employment – From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Position Title: \_\_\_\_\_ Salary/Hourly: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**THIRD:**

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Address City State Telephone

Dates of Employment – From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Position Title: \_\_\_\_\_ Salary/Hourly: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**REFERENCES**

Give names and contact information of three persons not related to you who are thoroughly acquainted with your abilities. Name Address Telephone Business/Profession

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**DISCLOSURE AND WAIVER AGREEMENT**

I hereby certify that the facts set forth above in my employment application are true and complete to the best of my knowledge. I authorize the Town of Bar Harbor, Maine, or its authorized representative or agent, to investigate all information set forth in my application, by contacting my prior employers and other references set forth above, and by any and all other means authorized or permitted by law, including a financial and credit check, a driving history check (if applicable), verifying educational attainment and a criminal records check.

I hereby authorize all my present and previous employers and other references to furnish information concerning my personal character, habits and employment. I also authorize schools which I have attended to provide verification of educational attainment.

By my signature below, I hereby waive any claim or action against the Town of Bar Harbor, or against any person furnishing information to the Town of Bar Harbor, for providing truthful information with regard to this application and background check process.

I understand that if I am hired, omissions or false or misleading statements in this application or interviews will be grounds for immediate termination of my employment. I also understand that any failure to complete all sections of this application, or to respond to any question herein, constitutes grounds for the Town of Bar Harbor to reject my application for employment and not consider me for employment.

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

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**ADDITIONAL SPACE**

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