

Employment Application

We are an Equal Opportunity Employer

Please mail or bring your completed application to:

Town of Turner
11 Turner Center Road
Turner, ME 04282

Resumes may be attached, but will not be accepted in lieu of a completed application.

Job Data			
Job Title:		Date you will be available for employment:	
Job Posting No:			
Personal Data			
Name: Last:		First:	Middle:
Address:			
City:		State:	Zip:
Phone#	Days:	Evenings:	Alternate:
All applicants who are offered employment must provide documents which establish their identity and employment eligibility for authorization to work in the U.S. Do you have the legal right to work in the U.S.? Yes No			
Date of birth (if less than 18):			
Have you ever worked or volunteered for the Municipality? Yes No			
If yes, please give dates:			
Do you have any relatives employed with the Municipality? Yes No			
If yes, please list:			
Name	Division	Relationship	
Name	Division	Relationship	
Name	Division	Relationship	
Driver's License No. & State:		Class:	Expiration:
Have you had any traffic convictions or accidents in the last three years? Yes No			
If yes, please list:			
Conviction or Accident		Date	
Conviction or Accident		Date	
Conviction or Accident		Date	
Conviction or Accident		Date	
Commercial Driver's License No. & State:		Class:	Endorsements
			Expires:
Please list other names you have used:			
Have you been convicted of any crime? Yes No If yes, please give details including dates, charges, and disposition. Convictions are not an absolute bar to employment. Consideration is given to the offense and its relationship to the position for which you are applying.			

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Education <i>Note: Complete this application in its entirety, incomplete applications will not be accepted. Resumes may be attached, but will not be accepted in lieu of a completed application.</i>				
Did you graduate from High School or do you have a G.E.D.?		Yes	No	High School Name: Location:
Name of School, College(s) or University	Major	Credit Hours	Degree*	
*Proof of degrees from College/University obtained will be required upon hire.				
Name of Trade/Technical/Business or Other School(s) Attended	Course of Study	Diploma		
List other licenses held (date & #), professional registrations (date), certificates and professional memberships:				
List Honors, Awards, Fellowships:				
Skills Overview				
Approximate Typing Speed in words per minute:				
List computer software with which you are familiar:				
Fluent in a language other than English: Yes No	Language(s):	Speak:	Read:	Write:
Please summarize relevant skills and experience that exemplify your qualifications for the above position:				
Tools and machines you can use and operate:				
Light or heavy motor vehicle equipment you can operate:				
Summarize Volunteer Services work including dates:				

Summarize Leadership Roles:

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Employment History <i>Note: Complete this application in its entirety, incomplete applications will not be accepted. Resumes may be attached, but will not be accepted in lieu of a completed application</i>			
Current or most recent employer:			Phone:
Address:			
Your Title:			
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:	Present/Ending:		Hours per week:
Work Performed:			
Reason for leaving:			
May we contact this employer if you are considered for the position? Yes No			
Employer:			Phone:
Address:			
Your Title:			
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:	Ending:		Hours per week:
Work Performed:			
Reason for leaving:			
May we contact this employer if you are considered for the position? Yes No			
Employer:			Phone:
Address:			
Your Title:			
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:	Ending:		Hours per week:
Work Performed:			
Reason for leaving:			
May we contact this employer if you are considered for the position? Yes No			

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Employer:			Phone:
Address:			
Your Title:			
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:	Ending:	Hours per week:	
Work Performed:			
Reason for leaving:			
May we contact this employer if you are considered for the position? Yes No			
Employer:			Phone:
Address:			
Your Title:			
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:	Ending:	Hours per week:	
Work Performed:			
Reason for leaving:			
May we contact this employer if you are considered for the position? Yes No			
Military Service			
Have you ever served on active duty in the U.S. armed forces? Yes No			
Dates:	From:	To:	
Branch:			
Primary Duties:			

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any false or misleading information given in my application or interview, or any omission of requested information, may disqualify me for further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand the filing of an application does not guarantee employment. I will be expected to meet the established employment standards which will include satisfactory references, the ability to perform the position requirements, and the satisfactory performance thereof.

I understand and acknowledge that 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, subject to the Town of Turner Human Resources Policy.

I authorize the Town of Turner to conduct a thorough investigation of my past/current employment and/or education listed above. This includes the results of a criminal background check, motor vehicle driving record check and consumer credit check. I release from all liability or responsibility the Town of Turner or its agents for requesting and all persons, companies, and corporations for supplying such information.

I hereby acknowledge that I have read, understand and accept the above conditions.

Applicant Signature

Date

The Town of Turner considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.