



Application for Employment

The City is committed to providing equal employment opportunities (EEO) to all persons in the selection, placement, compensation, access to benefits, training and advancement of employees. Equal access to employment opportunities is available to all persons without regard to race, religion, color, sex (including pregnancy), age, national origin or ancestry, mental or physical disability, sexual orientation, gender identity, gender expression, genetic information, veteran status or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Specialist at 207-767-7682 or hr@southportland.org. The City of South Portland provides qualified applicants and employees with disabilities with reasonable accommodations as required by law.

Please Print; Do Not Use Cursive

Name: _____
First Middle Last

Address: _____
Street City State ZIP Code

Preferred Pronouns: _____ Cell/Other Phone #: (____) _____ - _____

E-mail Address: _____

Position applied for: _____ Date of application: ____/____/____

Application for Employment Questions

- 1) Please tell us specifically how you first heard about this position / employment with the city.

Current City employee: _____

Friend/Family member - relationship: _____

Website/online: _____

Other: _____

- 2) If necessary, best time to call you is: _____ ☐ AM ☐ PM

- 3) May we contact you at work? ☐ Yes ☐ No

If **yes**, work number and best time to call: (____) _____

_____ ☐ AM ☐ PM

- 4) If you are under 18 and it is required, can you furnish a work permit? ☐ Yes ☐ No

If **no**, please explain:

- 5) Are you lawfully authorized to work in the United States? ☐ Yes ☐ No

Proof of authorization to work will be required upon employment.

- 6) What is your desired salary range or hourly rate of pay? \$_____ per _____

Application for Employment Questions

- 7) Are you able to perform the “essential functions” of the job as specifically outlined in the Job Description for which you are applying, either with or without reasonable accommodation?
- ☐ Yes ☐ No
- 8) Are you currently employed?
- ☐ Yes ☐ No
- 9) Have you ever been disciplined or discharged for harassment, insubordination, threats, violence, willful damage to property, theft, or a violation of policy that resulted in more than a verbal or written warning?
- ☐ Yes ☐ No

NOTE: Answering “yes” to this question does not constitute an automatic bar to employment. Factors such as date of the incident, seriousness and nature of the claim, and outcome of the disciplinary process will be taken into account.

If **yes**, please provide date(s) and details:

- 10) Summarize any special training, job-related skills, military training, internships, apprenticeships, foreign languages, computer proficiency, equipment operation, licenses and/or certifications that may assist you in performing the position for which you are applying:

- 11) To what professional organizations do you belong that are directly related to the necessary skills for the job, or the job itself, for which you have applied? Any offices held?

- 12) List any volunteer work that relates directly to the necessary skills for the job, or the job itself, for which you have applied.

Employment History

Starting with your most recent employer, provide the following information. (Or attach your resumé, provided it offers all information requested.)

Employer	Telephone #	Month	Year	Month	Year
()		Dates Employed / /			
Street Address					
City	State or Country	Job Title			
Immediate supervisor and title (for most recent position held)					
Why did you leave?					
Summarize the type of work performed and job responsibilities.					

Employer	Telephone #	Month	Year	Month	Year
()		Dates Employed / /			
Street Address					
City	State or Country	Job Title			
Immediate supervisor and title					
Why did you leave?					
Summarize the type of work performed and job responsibilities.					

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()		Dates Employed / /			
Street Address					
City	State or Country	Job Title			
Immediate supervisor and title					
Why did you leave?					
Summarize the type of work performed and job responsibilities.					

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State or Country)	Completed	Major/Minor
	☐ Diploma ☐ GED ☐ Degree _____ ☐ Certification _____ ☐ Other _____	
	☐ Diploma ☐ GED ☐ Degree _____ ☐ Certification _____ ☐ Other _____	
	☐ Diploma ☐ GED ☐ Degree _____ ☐ Certification _____ ☐ Other _____	

References

List the name, and other requested information for three work references, preferably supervisors, who are *not* related to you. If not applicable, please provide three school, volunteer or community references who are *not* related to you.

Name	Title and Relevant Employer	Relationship to You	Telephone	E-mail	# of Years Known
			()		
			()		
			()		

Applicant Statement

I hereby certify that all the information I have provided in the above employment application is true, complete, and correct to the best of my knowledge.

I authorize the City of South Portland to investigate all statements and information provided in my application for employment as may be necessary, and by any and all means authorized or permitted by law.

I understand that any information provided by me in this employment application, during interviews or from other material I provide for consideration at any time during the application process, including the pre-employment screening process following a conditional offer of employment, if applicable, that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or if employed, may result in my immediate discharge, whenever it is discovered. After it is determined by the City that my submitted employment application demonstrates I am preliminarily qualified for the position I have applied for, I nonetheless understand that I may be asked to disclose any criminal history record information if such information exists during a potential interview or after it has been determined that I am otherwise qualified for the position.

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: _____

To submit this application online, please download the form, open it with Adobe Acrobat Reader and click Submit.