



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.

Please Print; Do Not Use Cursive

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

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- 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:

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- 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?

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

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## Employment History

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

|  |                    |                    |      |       |      |
|--|--------------------|--------------------|------|-------|------|
| Employer   | Telephone #<br>( ) | Month              | Year | Month | Year |
| Street Address   |                    | Dates Employed / / |      |       |      |
| 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 #<br>( ) | Month              | Year | Month | Year |
| Street Address   |                    | Dates Employed / / |      |       |      |
| City   | State or Country   | Job Title          |      |       |      |
| Immediate supervisor and title                                 |                    |                    |      |       |      |
| Why did you leave?   |                    |                    |      |       |      |
| Summarize the type of work performed and job responsibilities. |                    |                    |      |       |      |
|  |                    |                    |      |       |      |
| Employer   | Telephone #<br>( ) | Month              | Year | Month | Year |
| Street Address   |                    | Dates Employed / / |      |       |      |
| City   | State or Country   | Job Title          |      |       |      |
| Immediate supervisor and title                                 |                    |                    |      |       |      |
| Why did you leave?   |                    |                    |      |       |      |
| Summarize the type of work performed and job responsibilities. |                    |                    |      |       |      |
|  |                    |                    |      |       |      |
| Employer   | Telephone #<br>( ) | Month              | Year | Month | Year |
| Street Address   |                    | Dates Employed / / |      |       |      |
| 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 |
|--|--|-------------|
|  | <input type="checkbox"/> Diploma <input type="checkbox"/> GED<br><input type="checkbox"/> Degree _____<br><input type="checkbox"/> Certification _____<br><input type="checkbox"/> Other _____ |             |
|  | <input type="checkbox"/> Diploma <input type="checkbox"/> GED<br><input type="checkbox"/> Degree _____<br><input type="checkbox"/> Certification _____<br><input type="checkbox"/> Other _____ |             |
|  | <input type="checkbox"/> Diploma <input type="checkbox"/> GED<br><input type="checkbox"/> Degree _____<br><input type="checkbox"/> Certification _____<br><input type="checkbox"/> 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.