



P.O. Box 9422  
 South Portland, ME 04116-9422  
 www.southportland.org

**Application for Employment**

Equal access to employment opportunities is available to all persons without regard to race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, gender expression, genetic information, 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 Department.

The City of South Portland provides qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship on the City of South Portland.

**Please Print; Do Not Use Cursive**

Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_  
Street City State ZIP Code

Telephone # ( ) \_\_\_\_\_ Cell/Other Phone # ( ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Position applied for \_\_\_\_\_ Date of application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Application for Employment Questions**

1) If necessary, best time to call you is \_\_\_\_\_  AM  PM

2) May we contact you at work?  Yes  No

If yes, work number and best time to call: ( ) \_\_\_\_\_  
 \_\_\_\_\_  AM  PM

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

If no, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_

4) Are you lawfully authorized to work in the United States?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

5) What is your desired salary range or hourly rate of pay? \$ \_\_\_\_\_ per \_\_\_\_\_

6) Are you able to perform the “essential functions” of the job for which you are applying, either with or without reasonable accommodation?  
 Yes  No

**Application for Employment Questions**

7) Have you ever been convicted of a crime, or pleaded “guilty” or “no contest” to a crime?  Yes  No

NOTE: Answering “yes” to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

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

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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, absenteeism, tardiness, violation of policy, or for any other reason?  Yes  No

If **yes**, please explain.

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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, job-related organizations do you belong? Any offices held?

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12) List any relevant volunteer work.

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## Employment History

Starting with your most recent employer, provide the following information. (Or attach your resumé)

Employer	Telephone # ( )	Month	Year	Month	Year
Street Address City State or Country		Dates Employed / /			
Job Title		Final Compensation			
Immediate supervisor and title (for most recent position held)		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per			
Why did you leave?					
Summarize the type of work performed and job responsibilities.					

  

Employer	Telephone # ( )	Month	Year	Month	Year
Street Address City State or Country		Dates Employed / /			
Job Title		Final Compensation			
Immediate supervisor and title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per			
Why did you leave?					
Summarize the type of work performed and job responsibilities.					

  

Employer	Telephone # ( )	Month	Year	Month	Year
Street Address City State or Country		Dates Employed / /			
Job Title		Final Compensation			
Immediate supervisor and title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per			
Why did you leave?					
Summarize the type of work performed and job responsibilities.					

  

Employer	Telephone # ( )	Month	Year	Month	Year
Street Address City State or Country		Dates Employed / /			
Job Title		Final Compensation			
Immediate supervisor and title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per			
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 <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	

## References

List names and telephone numbers of three work references who are *not* related to you. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	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 or interviews 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.

### **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 \_\_\_\_\_

