

# Employment Application

We are an Equal Opportunity Employer

Please mail or bring your completed application to:



**Town of Durham**  
**Town Manager**  
**630 Hallowell Road**  
**Durham, Maine 04222**

## Job Data

Job Title:	Date you will be available for employment:
Job Posting No:	

## Personal Data

Last Name:		First Name:		Middle:
Address:				
City:		State:	Zip:	
Phone No.	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. and State:				
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		

Commercial Driver's License No. & State:	Class:	Endorsements:	Expires:
Please list other names you have used:			
<p>Have you been convicted of any crime?    Yes                  No                  If yes, please give details including dates, charts, 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.</p>			
<b>Education</b> <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*
<i>*Proof of degrees from College/University obtained will be required upon hire.</i>			
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:			
<b>Skills Overview</b>			
Approximate Typing Speed in words per minute:			
List computer software with which you are familiar:			
Fluent in a language other than English:	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:		
<b>Employment History</b> <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:		
	Present/Ending:	Hours per week:
Work Performed:		
Reason for leaving:		
May we contact this employer if you are considered for the position?      Yes                      No		

**Employment History** *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.*

Employer:		Phone:
Address:		
Your Title:		
Employment Dates	From:	To:
Supervisor's Name/Title:		
	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:		
	Present/Ending:	Hours per week:
Work Performed:		
Reason for leaving:		
May we contact this employer if you are considered for the position?      Yes                  No		

**Employment History** *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.*

Employer:		Phone:
Address:		
Your Title:		
Employment Dates	From:	To:
Supervisor's Name/Title:		
	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:		
	Present/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:

## Conditions of Consideration for Employment

All information contained on the application is subject to verification. The Municipality of Durham, Maine will conduct background checks including, but not limited to, work references, driving records, criminal background records and education attainment.

I understand an employment offer is also contingent upon successful review of work references, and satisfactory result of a background check. Certain positions are also conditioned on the successful completion of agility tests or skill evaluation and other appropriate investigations.

I also understand that specific positions at the Municipality of Durham, Maine may require me to provide evidence of an acceptable driving record.

I further understand that certain positions with the municipality may require the applicant to be eligible for bonding. In such instances, eligibility for bonding will be a consideration in determining an applicant's fitness for such position.

If employed, I agree to abide by all municipal policies, regulations, ordinances and established work safety practices.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the application/recruitment process. (Americans with Disabilities Act of 1991)

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the Municipality of Durham, Maine and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from municipal service.

In addition, I give the Municipality of Durham, Maine the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the Municipality of Durham, Maine in providing relevant, job related information that will assist in this process.

It is my understanding that this application along with any resume and letters/notes of reference, other than those letters and notes of reference I expressly submit in confidence, become a public document should I be hired by the municipality. As a result, I understand that the municipality can not guarantee me its confidentiality.

I have read and understand the above "Conditions of Consideration for Employment."

Yes                      No                      *(Please acknowledge by circling the appropriate word.)*

Print Name:	Date:
Signature:	