

EMPLOYMENT HISTORY

Provide the following information of your past and current employers, assignments or volunteer activities, **starting with the most recent** (use additional sheets if necessary). Please explain any gaps in employment in comments section below.

Employer _____ Telephone _____

Address _____

Job Title _____ Immediate Supervisor _____

Reason for Leaving _____

Start Date _____ End Date _____

May we contact employer for a reference? _____

Employer _____ Telephone _____

Address _____

Job Title _____ Immediate Supervisor _____

Reason for Leaving _____

Start Date _____ End Date _____

May we contact employer for a reference? _____

Employer _____ Telephone _____

Address _____

Job Title _____ Immediate Supervisor _____

Reason for Leaving _____

Start Date _____ End Date _____

May we contact employer for a reference? _____

Comments, including explanation of any gaps in employment _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses (such as a CDL) and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATION

List last three (3) schools attended, **starting with most current**. List number of years completed. Indicate degree or diploma earned, if any.

1. _____ School	_____ # yrs. completed	_____ Degree/Diploma
2. _____ School	_____ # yrs. completed	_____ Degree/Diploma
3. _____ School	_____ # yrs. completed	_____ Degree/Diploma

REFERENCES

List below name and telephone of three business/work references *not* related to you and are not previous supervisors. If not applicable, list three school or personal references *not* related to you.

1. _____ Name	_____ Telephone Number	_____ # of years known
2. _____ Name	_____ Telephone Number	_____ # of years known
3. _____ Name	_____ Telephone Number	_____ # of years known

APPLICANT STATEMENT

I certify that all information in the above employment application is true, complete and correct to the best of my knowledge. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment that may be necessary in making an employment decision.

I certify that I have read, fully understand, and accept all terms of the forgoing Applicant Statement.

Signature of Applicant _____ Date _____

Upon completion, submit this application to:
HR Director
75 South Street, Suite 1
Gorham, ME 04038