



APPLICATION FOR EMPLOYMENT TOWN OF GORHAM, MAINE

75 South Street, Suite 1

Gorham, ME 04038

www.gorham-me.org

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify the HR Director at 222-1651.

PLEASE TYPE OR PRINT LEGIBLY

Name _____
Last First Middle

Address _____
Street Town/State Zip

Telephone # _____ Cell/Alternate Phone # _____

Email Address _____

Position(s) applied for _____

Type of employment desired ☐ Full Time ☐ Part Time ☐ Seasonal ☐ Per Diem Date available ____ / ____ / ____

Referral Source: ☐ Website ☐ Social Media ☐ Employee ☐ Newspaper ☐ Walk-in
☐ Listserv ☐ Job Fair ☐ Friend/Relative ☐ Radio ☐ Other

Name of referral source (if applicable) _____

Have you ever been employed by the Town of Gorham? ☐ Yes ☐ No

If yes, give dates and name of position held: _____

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Are you at least 18 years of age? ☐ Yes ☐ No

If the position sought requires driving, can you provide a valid driver's license? ☐ Yes ☐ No

EDUCATION

List last three (3) schools attended, **starting with most current**. Indicate diploma or degree earned or, if a degree was not awarded, list number of credits completed towards the degree.

1. _____ School Name & Location	_____ Major	_____ Diploma/Degree
2. _____ School Name & Location	_____ Major	_____ Diploma/Degree
3. _____ School Name & Location	_____ Major	_____ Diploma/Degree

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.

Employer _____ Telephone _____

Start Date ____ / ____ / ____ End Date ____ / ____ / ____ Immediate Supervisor _____

Address _____

Job Title _____

Describe Responsibilities and Duties: _____

Reason for Seeking New Employment _____

May we contact employer for a reference? ☐ Yes ☐ No ☐ Other: _____

Employer _____ Telephone _____

Start Date ____ / ____ / ____ End Date ____ / ____ / ____ Immediate Supervisor _____

Address _____

Job Title _____

Describe Responsibilities and Duties: _____

Reason for Seeking New Employment _____

May we contact employer for a reference? ☐ Yes ☐ No ☐ Other: _____

Employer _____ Telephone _____

Start Date ____ / ____ / ____ End Date ____ / ____ / ____ Immediate Supervisor _____

Address _____

Job Title _____

Describe Responsibilities and Duties: _____

Reason for Seeking New Employment _____

May we contact employer for a reference? ☐ Yes ☐ No ☐ Other: _____

Additional 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.

REFERENCES

List below name and telephone of three business/work references *not* related to you. 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 by mail, fax, or email to:

Gorham Recreation Department
Attn: Julio Santiago, Assistant Recreation Director
75 South Street, Suite 1
Gorham, ME 04038
jsantiago@gorham.me.us