

# Employment Application

We are an Equal Opportunity Employer



Please mail or bring your completed application to:

**TOWN OF BROWNVILLE**  
**586 MAIN ROAD**  
**BROWNVILLE, MAINE 04414**  
**(207) 965-2561**

*Resumes may be attached, but will not be accepted in lieu of a completed application.*

Position Specific			
Position desired:		Date you will be available for employment:	
Referred by:		Are you at least 18 years of age?	YES NO

Personal Data			
Name (Last, First, Middle):			
Street Address:			
City:	State:	Zip Code:	
Phone #:	Email Address:		
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
Have you ever worked or volunteered for the Town of Brownville? If yes, please provide dates:			YES NO
Do you have any relatives employed by the Town of Brownville? If yes, please list: Name: Relationship: Name: Relationship: Name: Relationship:			YES NO
Driver's License #	State:	Expiration:	
License Class/Endorsements:			
Have you had any traffic convictions or accidents in the last three years? If yes, please list:			YES NO

Military Service			
Have you ever served in the U.S Armed Forces?			YES NO
Dates of service:	Branch:		
Primary Duties:			

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Education		
Have you earned a High School Diploma or G.E.D.		YES NO
If yes, location where obtained:		
Name of Trade/Technical/Business School	Course of Study	Diploma/Certification
Name of School, College or University	Major	Degree

***\*Proof of degrees obtained from College/University may be required upon hire.***

List other relevant licenses held, professional registrations, certificates and professional memberships:
List Honors, Awards, Fellowships you feel are relevant to the position:

Skills Overview
List computer software with which you are familiar:
Please summarize skills and experience relevant to the position you are applying for:
Tools, machinery, light or heavy motor vehicle equipment you can operate:
Volunteer work/Leadership roles:

Employment History
<b>Current or most recent employer:</b>
Address: _____ Phone: _____
Your Title: _____ Employment dates: _____
Supervisor's Name/Title: _____ Hours worked per week: _____
Work performed:
Reason for leaving:
May we contact this employer if you are considered for the position? YES NO

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Employment History continued			
<b>Employer:</b>			
Address:		Phone:	
Your Title:		Employment dates:	
Supervisor's Name/Title:		Hours worked per week:	
Work performed:			
Reason for leaving:			
May we contact this employer if you are considered for the position?		YES	NO

<b>Employer:</b>			
Address:		Phone:	
Your Title:		Employment dates:	
Supervisor's Name/Title:			
Work performed:			
Reason for leaving:			
May we contact this employer if you are considered for the position?		YES	NO

<b>Employer:</b>			
Address:		Phone:	
Your Title:		Employment dates:	
Supervisor's Name/Title:		Hours worked per week:	
Work performed:			
Reason for leaving:			
May we contact this employer if you are considered for the position?		YES	NO

References			
Please list at least two professional or educational references, and one personal reference.			
Full Name	Title/Relationship	Phone/Email Address	Years Acquainted

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**If you are to be hired by the Town of Brownville you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.**

## Authorization

*I certify that the facts contained in this application (and any accompanying documentation/information) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovery by the Town of Brownville. I understand that any employment is conditioned on a background check. I authorize the Town of Brownville to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Town of Brownville, without giving me prior notice of such disclosure. In addition, I release the Town of Brownville, any former employers and all references listed above from any and all claims, demands or liabilities arising out of, or related to, such investigation or disclosure. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Town of Brownville. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Town of Brownville unless made in writing. If I am offered employment, I agree to submit to a medical examination and drug test before starting work, if requested. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Town of Brownville and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Town of Brownville the results of the examination, which shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired, a condition of my employment will be that I abide by the Town of Brownville's Drug and Alcohol Policy. I understand that filling out this form does not indicate there is a position open and does not obligate the Town of Brownville to hire. If hired, I agree to abide by all Town work rules, policies, and procedures. The Town of Brownville retains the right to revise its policies or procedures, in whole or in part, at any time. All application materials become the property of the Town of Brownville; none will be returned.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

### OFFICE USE ONLY

Date received:	Offer of employment?	YES	NO	Date of interview:
<b>Obtain the information below only if a conditional offer of employment has been made</b>				
Alias/prior name(s) used by applicant:				
Applicant's birthdate:		Applicant's Social Security Number:		