

Town of Richmond

26 Gardiner Street
Richmond, Me. 04357
737-4305 (phone)
737-4306 (fax)
www.richmondmaine.com

APPLICATION FOR EMPLOYMENT

Personal Information

Name:

Date:

Home Address:

City:

Home Phone:

Cell Phone:

Email Address:

Please list other names you have used:

Previous Addresses: (please provide last 10 years)

Do you have any relatives employed with the Municipality? ___ Yes ___ No

If yes, please list:

Name: _____ Dept: _____ Relationship: _____

Name: _____ Dept: _____ Relationship: _____

Position Applying For

Title:

Salary Desired:

Referred By:

Date Available:

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

Education

High School/G.E.D. (Name, City, State):

Business or Technical School:

Degree, Major:

Graduate or Undergraduate college:

Degree, Major:

Skills Overview

List computer software with which you are familiar:

Are you fluent in a language other than English? Yes No

Language(s):

Please summarize relevant skills & experience that demonstrate your qualifications for the above position:

Tools, Equipment & Machinery you can use & operate:

Summarize Volunteer Services work including dates:

Summarize Leadership Roles:

References		
Name	Address	Phone

Dates	Name & Address	Position

Military Services	
Have you ever served on active duty in the U.S. armed forces? ___ Yes ___ No	
From: _____ To: _____	Branch: _____
Primary Duties: _____	

Current Employer				
Date Hired	Name & Address	Salary	Position	May we contact them

In case of an emergency notify		
Name: _____	Address: _____	Phone: _____

LEGAL

Are you a U.S. citizen? ___ Yes ___ No

If no, do you have a legal right & necessary documents to work in the U.S. ___ Yes ___ No

(Identity & employment eligibility of all new hires will be verified as required by the Immigration Reform & Control Act of 1986)

Were you ever discharged by any company? ___ Yes ___ No

If yes, give name (s): _____

Reason for discharge(s): _____

Have you had any traffic convictions or accidents in the last 3 years? ___ Yes ___ No

If yes, please list:

Conviction or Accident _____ Date _____ Conviction or

Accident _____ Date _____

Have you been convicted of any crime? ___ Yes ___ No If yes, please give details including dates, charges, and disposition. Convictions are not an absolute bar to employment. Consideration is given to the offense & its relationship to the position you are applying for. _____

Applicant, please read & sign below

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record and/or criminal history. I authorize anyone possessing this information to furnish it to the Town of Richmond, Maine, upon request and I release anyone so authorized from all liability and damages whatsoever in furnishing, obtaining or using said information.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in **immediate** dismissal. I understand also that I am required to abide by all rules and regulation of the Town of Richmond, Maine.

Date:

Signature:

“Town of Richmond is an Equal Opportunity Organization”

Please note that ages 14 & 15 need a work permit from the Superintendent's Office prior to your start date!