

Town of Boothbay

Employment Application

We are an Equal Opportunity Employer

Please mail or bring your completed application to:

Daniel G. Bryer, Town Manager
Town of Boothbay
1011 Wiscasset Road
PO Box 106
Boothbay, ME 04537-0106



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

Job Data

Job Title: _____ Date you will be available for employment: _____

Job Posting No: _____

Personal Data

Name: Last: _____ First: _____ Middle: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone# 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? If Yes No
 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	<u>Relationship</u>

Driver's License No. & State: _____ Class: _____ Expiration: _____

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
Conviction or Accident	Date

Commercial Driver's License No. & State: _____ Class: _____ Endorsements _____ Expires: _____

Please list other names you have used:

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 and
its relationship to the position

Education *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.*

Did you graduate from High School or do you have a G.E.D.? Yes No High School Name:

Name of School, College(s) or University Major Location Credit Hours Degree*

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

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:

Skills Overview

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:
Yes No

Please summarize relevant skills and experience that exemplify your qualifications for the above position:

Summarize Volunteer Services work including dates:

Tools and machines you can use and operate:

Summarize Leadership Roles:

Light or heavy motor vehicle equipment you can operate:

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*

Current or most recent employer:

Phone:

Address:

Your Title:

Employment Dates

From:

To:

Supervisor's name/title:

Starting Salary:

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:

Starting Salary:

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:

Starting Salary:

Ending:

Hours per week:

Work Performed:

May we contact this employer if you are considered for the position? Yes No

Reason for leaving:

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:

Starting Salary: 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:

Starting Salary:

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: