

TOWN OF RUMFORD
145 Congress Street
Rumford, Maine 04276
207 364-4576

HR Use Only

Documents Received	
Resume	
Reference Checks	
Interview Record	
Payroll/Status Change Notice	
Applicant No.	
Employee No.	
Date Employed	

APPLICATION FOR EMPLOYMENT

Date: _____

Applicants must complete all sections. Please print legibly.

Applicant Name: _____				
	First	Middle	Last	
Present Address: _____				
	Street	City	State	Zip
Previous Address: _____				
	Street	City	State	Zip
Telephone Number: _____		Email Address: _____		

Do you have a legal right to be employed in the United States? Yes ___ No ___ (Proof Required)
 Are you over the age of 18? Yes ___ No ___
 Do you hold a valid Maine Driver's License? Yes ___ No ___ License No. _____
 Have you worked for the Town of Rumford previously? Yes ___ No ___ Department _____
 Position applying for: _____ Full Time ___ Part Time ___ Seasonal / Temp ___

EDUCATIONAL BACKGROUND

Type of School	Name of School/City & State	Graduate: Y/N	Course of Study
College			
Technical School			
High School			
Other			

EMPLOYMENT BACKGROUND (List most recent first)

Company Name & Address/List of Responsibilities	Dates Worked	Supervisor	Rate	Reason for Leaving

TOWN OF RUMFORD
Application for Employment

WORK REFERENCES

Name	Company	Telephone	Title

PERSONAL REFERENCES

Name	Address	Telephone	Relationship to You

SPECIAL SKILLS - Please check all that apply

Word Processing ____ (WPM ____) Data Entry: ____ Databases: (list) _____

Software Applications (List) _____

Heavy Equipment (List): _____

Other (List): _____

APPLICANT MUST READ AND SIGN THE FOLLOWING:

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons names herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with the Town of Rumford, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

If hired, I agree to abide by all the rules and policies of the employer.

My signature below certifies that all information on this application was completed by me and is true and complete to the best of my knowledge.

 Applicant Signature

 Date