

TOWN OF RUMFORD

145 Congress Street
Rumford, Maine 04276
207 364-4576

APPLICATION FOR EMPLOYMENT

HR Use Only

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

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

Applications

One of the first contacts an employer has with a prospective employee is a job application. This form communicates information about the employer to the applicant, and in turn, provides information about the applicant to the employer. The general use of these forms is to aid in the selection process. The information gathered in an application should help the employer select the best candidate for a particular position.

What to include

Application forms can have a variety of designs and layouts, but most include common information, such as the following:

- Personal information,
- Training or education background,
- Special skills,
- Work experience,
- References,
- Authorization to verify information,
- Waivers,
- Certification of truthfulness of the applicant's information, and
- Signature.

Some forms are very general, and can be short. These are usually used as a preliminary screening tool. Longer forms can be used to gather more detailed information. Some forms are targeted for specific positions.

Some items to look for in the information provided in an application include the following:

- Gaps in employment,
- Decreasing responsibilities in positions,
- Frequent job changes,
- The lack of qualifications for the position,
- The lack of appropriate signatures, and
- Questions not answered.

This is the type of information that employers may not be able to obtain from a resume. With this in mind, even if a candidate provides a resume, it is best to also have an application completed.

What not to include

Employers try to gather as much information from applications as possible; however, employers should avoid requesting certain information, as they may violate privacy or equal employment opportunity laws or statutes.

Almost all states have restrictions on what is asked in an application, and you should be familiar with and comply with the laws of each state in which the application will be used. Inquiries which are normally precluded include age, sex, race, disability, and religion.

The information requested should be focused on that which is job-related and consistent with business necessity. It should help the employer find a match between a position's requirements and a candidate's qualifications to perform in that position successfully.

Background checks

Employers should be aware that if they intend to obtain a consumer report from a consumer reporting agency for employment purposes (such as for a background check), then according to the Fair Credit Reporting Act (FCRA):

- A clear and conspicuous disclosure must be made in writing to the consumer before the report is procured or caused to be procured, in a document that consists solely of the disclosure, that the consumer report may be obtained for employment purposes; and
- The consumer must authorize in writing the procurement of the report by that person.

That means that the disclosure and authorization must be on a separate document than the application form itself. Employers cannot simply tuck the disclosure text in the application form somewhere. See the EZ Explanation called Fair Credit Reporting Act for more information.

Before an employer takes adverse employment action based in whole or in part on the information contained in a consumer report, the employer must provide the individual with:

- Notice of the adverse action,
- A copy of the report, and
- A description in writing, of the individual's rights under FCRA.

Retention

Employers often have a policy to retain employment applications for a period of time, even if the candidate is not hired. In fact, federal laws such as the ADA, Title VII of the Civil Rights Act, and the Equal Pay Act, require applications to be kept on file for at least one year. However, this does not mean that all applications need to remain active for that long. In fact, doing so may open the employer to certain risks (see *Douglas v. California Department of Youth Authority* – 9th Circuit, in which an employer who kept applications active for two years became involved in an ADA lawsuit).

Instead, shorten the length of time that a candidate's application will be kept active — a few months, for example — if the candidate becomes a good prospect after that date, contact him or her and ask that another application be filled out if the candidate is still interested.

Since state laws vary, employers should check with their state fair employment and/or privacy laws to ensure compliance with them before using an employment application.