

Town of Rumford  
 Human Resources Department  
 145 Congress Street  
 Rumford, ME 04276  
 (207) 364-4576; (207) 364-5642  
[www.rumfordme.org](http://www.rumfordme.org)



## Employment Application

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position Desired: \_\_\_\_\_ Date: \_\_\_\_\_

Are you willing and available to work:

Full-time    Part-time    Temporary/Seasonal    Day Shift    Night Shift

Please list any schedule preferences you have: \_\_\_\_\_

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Address</b>	<i>Number</i>	<i>Street</i>
	<i>City</i>	<i>State</i>
	<i>Zip Code</i>	
<b>Telephone Number(s)</b>	<i>Home</i>	<i>Work/Cell</i>
		<i>E-mail Address</i>

Are you at least 18 years old?    Yes    No    If no, are you younger than 16?    Yes    No

Do you have a work certificate from school?    Yes    No    If yes, date \_\_\_\_\_

Have you ever filed an application with us before?    Yes    No    If yes, date \_\_\_\_\_

Have you ever been employed with us before?    Yes    No    If yes, date \_\_\_\_\_

Where did you learn about the job opening? \_\_\_\_\_

Are you currently employed?    Yes    No

May we contact your present employer?    Yes    No



# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or other legally protected status.

Employer		<b>Work Performed</b>
Address		
Telephone Number(s)		
Job Title	Supervisor	
Reason for Leaving		
Employer		<b>Work Performed</b>
Address		
Telephone Number(s)		
Job Title	Supervisor	
Reason for Leaving		
Employer		<b>Work Performed</b>
Address		
Telephone Number(s)		
Job Title	Supervisor	
Reason for Leaving		
Employer		<b>Work Performed</b>
Address		
Telephone Number(s)		
Job Title	Supervisor	
Reason for Leaving		

**If you need additional space, please continue on a separate sheet of paper.**

List professional, trade, business or civic activities and offices held.  
*You may exclude membership which would reveal race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*

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# Additional Information

## **Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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# References

1.		
	(Name)	Phone #
2.		
	(Name)	Phone #
3.		
	(Name)	Phone #

# Applicant's Statement

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would affect this application unfavorably.

I understand that falsification, misrepresentation, or omission of facts called for in this application may result in denial of employment or immediate dismissal.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that an offer of employment for positions requiring drug and physical screening is contingent upon successful completion of the process.

**Applicant Signature**

**Date**

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