



23 Water Street,  
Newport, ME 04953  
p.207.368.4410  
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www.newportme.org

## Application for Employment

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE: (\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

### EMPLOYMENT DESIRED

POSITION: \_\_\_\_\_ DATE YOU CAN START: \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED:  FULL-TIME  PART-TIME  TEMPORARY

### EDUCATION

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	GRADUATED? Y/N	COURSE OR MAJOR
ELEMENTARY/ MIDDLE				
HIGH SCHOOL				
COLLEGE				
OTHER				

## EMPLOYMENT HISTORY

LIST YOUR RECORD OF EMPLOYMENT, BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION:

DATES TO / FROM	NAME AND ADDRESS OF EMPLOYER	POSITION	SUPERVISOR'S NAME AND TITLE

MAY WE CONTACT THIS EMPLOYER IF YOU ARE CONSIDERED FOR THIS POSITION?  YES  NO

WORK PERFORMED:

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REASON FOR LEAVING: \_\_\_\_\_

DATES TO / FROM	NAME AND ADDRESS OF EMPLOYER	POSITION	SUPERVISOR'S NAME AND TITLE

MAY WE CONTACT THIS EMPLOYER IF YOU ARE CONSIDERED FOR THIS POSITION?  YES  NO

WORK PERFORMED:

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REASON FOR LEAVING: \_\_\_\_\_

DATES TO / FROM	NAME AND ADDRESS OF EMPLOYER	POSITION	SUPERVISOR'S NAME AND TITLE

MAY WE CONTACT THIS EMPLOYER IF YOU ARE CONSIDERED FOR THIS POSITION?  YES  NO

WORK PERFORMED:

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REASON FOR LEAVING: \_\_\_\_\_

## MILITARY SERVICE RECORD

HAVE YOU EVER SERVED IN THE ARMED FORCES?  YES  NO

IF YES, WHAT BRANCH? \_\_\_\_\_

DATES OF DUTY: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

LIST OF DUTIES: \_\_\_\_\_  
\_\_\_\_\_

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES:  YES  NO

## REFERENCES

PLEASE PROVIDE CONTACT INFORMATION FOR EACH REFERENCE

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

## EMERGENCY CONTACT

IN CASE OF AN EMERGENCY NOTIFY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_ RELATION: \_\_\_\_\_

## CONDITIONS OF CONSIDERATION FOR EMPLOYMENT

All information contained on the application is subject to verification. The Town of Newport will conduct background checks including, but not limited to, work references, driving records, criminal background records and education attainment.

I understand an employment offer is also contingent upon successful review of work references, and satisfactory result of a background check. Certain positions are also conditioned on the successful completion of agility tests or skill evaluation and other appropriate investigations.

I also understand that specific positions at the Town of Newport may require me to provide evidence of an acceptable driving record. Additionally, certain departments within the Town of Newport are subject to more comprehensive background and criminal history checks.

I further understand that certain positions may require the applicant to be eligible for bonding. In such instances, eligibility for bonding will be a consideration in determining an applicant's fitness for such a position.

If employed, I agree to provide proof of identity, relevant licensure or credentials and authorization for employment in the United States.

If employed, I agree to abide by all municipal policies, regulations, ordinances, and established work safety procedures. When advised, reasonable accommodations will be made for an "otherwise qualified applicant" with a disability to participate in any phase of the application/recruitment process. (Americans with Disabilities Act of 1991)

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the Town of Newport and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from municipal service.

In addition, I give the Town of Newport the right to investigate and verify any information obtained through the application process. Permission is granted and I release all liability any employer, agency or individual assisting the Town of Newport in providing relevant, job-related information that will assist in this process.

It is my understanding that this application along with my resume and letters/notes or reference, other than those letters and notes of reference I expressly submit in confidence, become a public document should I be hired by the municipality. As a result, I understand that the municipality cannot guarantee me its confidentiality.

I have read and understand the above "Conditions of Considerations for Employment"  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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THE TOWN OF NEWPORT IS AN EQUAL OPPORTUNITY EMPLOYER

**DO NOT WRITE IN THE SPACE BELOW**

INTERVIEW BY: \_\_\_\_\_ DATE: \_\_\_\_\_

HIRED:  YES  NO POSITION: \_\_\_\_\_ SALARY/WAGE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DATE REPORTING TO WORK: \_\_\_\_\_