



# Town of Kittery, Maine

## **APPLICATION FOR EMPLOYMENT**

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*Thank you for your interest in employment with the Town of Kittery.*

### **General Information and Instructions**

1. All items on the application form must be filled out or marked "NA" meaning they do not apply to the applicant. Failure to fully complete this form may result in automatic disqualification. Assistance is available upon request to help complete the application.
2. The Town of Kittery is an Equal Opportunity Employer and shall not discriminate against an employee or applicant for employment or advancement because of race, color, sex, marital status, physical or mental disability, religion, age, ancestry, national origin, sexual orientation or any other basis protected by statute.
3. The Town of Kittery shall employ the best qualified persons who are available at the salary levels established for Town employment.
4. Upon appointment, all employees shall be subject to a period of one (1) year probation unless otherwise specified by the Personnel Rules and Regulations or applicable union contract.
5. Applications will be kept active for a period of one (1) year, during which they may be reconsidered for existing vacancies, upon request of the applicant.
6. Please return the signed Application with any supplemental material in person, by mail or email to:

**Town of Kittery  
Attn: Office of Human Resources  
200 Rogers Rd.  
Kittery, ME 03904**

**[boulton@kitteryme.org](mailto:boulton@kitteryme.org)**

# APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

*It is the Town's policy to comply with all applicable federal and state laws prohibiting discrimination in employment based on race, color, sex, marital status, physical or mental disability, religion, age, ancestry, national origin, sexual orientation or any other basis protected by statute.*

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Do you have any relatives currently working for the Town of Kittery? Yes  No

Are you authorized to work in the United States on an unrestricted Basis? Yes  No

Are you at least 18 years of age? Yes  No

Have you ever been convicted of a felony? Yes  No

If yes, please explain: (conviction will not necessarily disqualify an applicant for employment)

Have you ever applied for employment or worked here before? Yes  No

If yes to either, please give details:

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes  No

Can you perform these essential functions with or without reasonable accommodations? Yes  No

Position Applied For: \_\_\_\_\_

When Can You Start: \_\_\_\_\_

## EDUCATION

Institution	Name & Location of School	Year Graduated	Major	Diploma/Degree
High School				
College/University				
College/University				
Other Training/Education:				

In addition to your work history (see next page), what other experiences, skills or qualifications would especially suit you for this position: \_\_\_\_\_

## **WORK HISTORY**

(List your relevant employment history, including all jobs held for at least the past 10 years. Use separate sheets, if necessary)

<b>Most Recent Employer:</b>	Address:	Phone:	
Date Started:	Date Left:	Starting Salary:	Salary Upon Leaving:
Starting Position:		Position upon Leaving:	
Name and Title of Last Supervisor:		Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):			

<b>Previous Employer:</b>	Address:	Phone:	
Date Started:	Date Left:	Starting Salary:	Salary Upon Leaving:
Starting Position:		Position upon Leaving:	
Name and Title of Last Supervisor:		Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):			

<b>Previous Employer:</b>	Address:	Phone:	
Date Started:	Date Left:	Starting Salary:	Salary Upon Leaving:
Starting Position:		Position upon Leaving:	
Name and Title of Last Supervisor:		Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):			

<b>Previous Employer:</b>	Address:	Phone:	
Date Started:	Date Left:	Starting Salary:	Salary Upon Leaving:
Starting Position:		Position upon Leaving:	
Name and Title of Last Supervisor:		Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):			

## **SKILLS AND LICENSES**

### **COMPUTER SKILLS**

Describe your skills with personal computers, data entry and information systems. List programs with which you are familiar.

_____ _____ _____ _____ _____
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**MECHANICAL/MACHINE OPERATING SKILLS** (Complete this section only if applicable)

Vehicle/Equipment Licenses held:	#	Class	Endorsements
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**REFERENCES**

List three (3) people not related to you who have known you for at least two (2) years.

Name	Address	Phone	Relationship & Years Acquainted
1.			
2.			
3.			

**PLEASE READ BEFORE SIGNING**

**READ THESE STATEMENTS VERY CAREFULLY BEFORE SIGNING! (If necessary, please ask for clarification.)**

I understand that the purpose of this form is to provide individuals with a standard format by which they may apply for employment with the Town of Kittery. It does not constitute or imply an employment contract, nor does its completion qualify me for employment consideration.

Public Law 91-508 requires that the Town of Kittery advise you that an investigative consumer report, which provides information concerning your character and general reputation, may be used in the processing of your application. Upon written request, information as to the nature and scope of this report, if one is requested, will be provided.

I hereby authorize: the Town of Kittery and its representatives to make any legal investigation of my background/work history deemed necessary; my previous employers to release information about my work history to the Town of Kittery.

I further understand that any offer of employment is conditional upon satisfactory completion of a physical examination at the Town's expense, when the nature of the position requires one, and that the examination will focus on my present ability to perform the essential functions of the position. If hired, as a condition of continued employment with the Town, I agree to abide by and observe all the policies and practices of this municipality.

I hereby certify that all of the information provided on this application form is truthful, accurate, and complete. I understand that any omission or misrepresentation of information requested/provided in this application may result in my disqualification of employment consideration or my dismissal from employment, if I have been hired.

_____	_____	_____
Applicant Signature	Date	Printed Name