

EMPLOYMENT HISTORY

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

Employer _____ Telephone _____

Address _____

Job Title _____

Immediate Supervisor _____

Reason for Leaving _____

Start Date _____ End Date _____

May we contact for reference? Yes No

Employer _____ Telephone _____

Address _____

Job Title _____

Immediate Supervisor _____

Reason for Leaving _____

Start Date _____ End Date _____

May we contact for reference? Yes No

Employer _____ Telephone _____

Address _____

Job Title _____

Immediate Supervisor _____

Reason for Leaving _____

Start Date _____ End Date _____

May we contact for reference? Yes No

Comments including explanation of any gaps in employment _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATION

List last three (3) schools attended, starting with most current. List number of years completed. Indicate degree or diploma earned, if any.

1.	_____	_____	_____
	School	# yrs completed	Degree/Diploma
2.	_____	_____	_____
	School	# yrs completed	Degree/Diploma
3.	_____	_____	_____
	School	# yrs completed	Degree/Diploma

REFERENCES

List name and telephone of three business/work references who are *not* related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

1.	_____	_____	_____
	Name	Telephone Number	# of years Known
2.	_____	_____	_____
	Name	Telephone Number	# of years Known
3.	_____	_____	_____
	Name	Telephone Number	# of years Known

ADDITIONAL INFORMATION

List any additional information you would like us to consider.

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the Town of North Berwick is true, complete and correct to the best of my knowledge. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the Town of North Berwick employment whenever it is discovered.

I expressly authorize, with reservation, the Town of North Berwick, its representatives, employees or agents, to contact and obtain information from all references (personal or professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Town of North Berwick, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporation for furnishing such information about me.

I understand that the Town of North Berwick does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, and the Town of North Berwick reserves the same right to terminate my employment at any time, with or without prior notice, except as may be required by federal and state law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Town of North Berwick is authorized to make any assurances to the contrary and that no applied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Town Manager.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

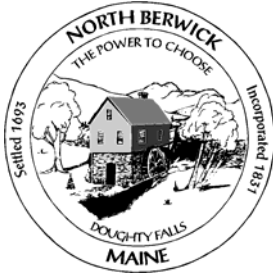
DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

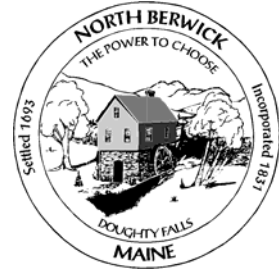
Signature of Applicant

_____/_____/_____
Date

Upon completion, mail this application to:
Town of North Berwick, 21 Main St., P.O. Box 422, North Berwick, Maine 03906



TOWN OF NORTH BERWICK, MAINE



APPLICANT INFORMATION, AUTHORIZATION AND RELEASE FORM

I hereby authorize the Town of North Berwick to conduct a complete background check in connection with my application for employment. This investigation includes inquiries to credit bureaus, the Motor Vehicle Division of the Secretary of State, criminal record checks, discharge from any branch of military service, immigration status and consulting with references, which references are not limited to those identified by me in my application for employment. I hereby release the Town of North Berwick from any and all liability for any claims or damages arising out of its investigation as outlined above or from the Town's use of the information provided.

I understand that if I do not agree to execute this, I will not be considered a candidate for a position with the Town of North Berwick, and that any misrepresentation of applicant information contained herein will preclude me from consideration for any position with the Town of North Berwick and/or provide the basis for subsequent termination.

Applicant's Name (Please Print)

Applicant's Signature

Date

Street Address

City/Town

State

Zip Code

Social Security Number: _____ - _____ - _____

Driver's License Number: _____ State: _____