

**APPLICATION FOR EMPLOYMENT
 CITY OF AUBURN
 PARKS & RECREATION DEPARTMENT
 48 PETTENGILL PARK ROAD
 AUBURN, ME 04210
 (207) 784-0191
www.auburnmaine.org**

Full-Time _____
Part-Time _____
Summer _____
Winter _____

Name _____ Social Security# _____
 Last First MI

Current Address _____ Tel# _____
 Street & Number
 _____ Cell # _____
 City, State, Zip Code

Email Address _____

Position(s) applied for _____

Can you perform the job for which you have applied with or without reasonable accommodations? _____

Minimum rate of pay acceptable _____

Were you previously employed by the City of Auburn? Yes _____ No _____
 If Yes, what department: _____

List any relatives working for the City of Auburn _____

On what date would you be available to start work? _____

EDUCATION

School Name	Course of Study	Check last year completed 9, 10, 11, 12, +	Did you Graduate? YES NO	List degree Or diploma High School or GED
College		1, 2, 3, 4	YES NO	
Other (specify)			YES NO	

RECORD OF EMPLOYMENT

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT

Name/Address of Employer/Type	From mo/yr	To mo./yr.	Describe duties	Final salary	Reason for leaving	Name of Supervisor
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1. _____

2. _____

3. _____

4. _____

5. _____

IF MORE SPACE IS NEEDED, PLEASE USE BACK OF THE APPLICATION

May we contact the employers listed above? _____ If not, indicate by number which one(s) you do not wish us to contact. _____

If a veteran, what type of work related experience or military training have you had? _____

If you have other skills or training not indicated above, please list: (for example, typing, shorthand, accounting skills, computer skills, heavy equipment operator skills, mechanical skills, etc...) _____

Do you have a valid Maine Driver's license? _____ Do you have a specialized Driver's license? (i.e. Commercial Driver's license) _____

Do you have a valid driver's license from another state? _____ If yes, which state and date of expiration of license? _____

Please list any specialized employment or professional/technical licenses or certificates, such as master electrician, plumber license, real estate license, etc. _____

Have you been charged with or convicted of a felony crime? Please provide the date, nature of the charge or crime and state where the incident(s) took place. _____

WORK RELATED REFERENCES

Name & Occupation _____

Address _____ Phone Number _____

1.

2.

3.

I certify all the information set forth is true, and I understand that falsification may be considered sufficient cause for dismissal. I understand that, if hired, I have no employment contract and may be terminated or laid off at any time, without advance notice, at the will of the City of Auburn. Any verbal statements of any person to the contrary are void, and an employment contract may only be made in writing by the city manager or the city council.

Signature of Applicant

INFORMATION RELEASE

I hereby authorize the release of the following information to bona fide representatives of the Auburn Human Resources Department and/or the Auburn Police Department. I also realize that persons other than those listed as references may be contacted for job related and personal character reference, and I authorize that as well.

- ✓ Complete transcript of all secondary and post secondary scholastic records.
- ✓ Complete record of all credit information.
- ✓ Complete record of all past and present employment information.
- ✓ A security clearance check.
- ✓ Motor Vehicle Registration
- ✓ Driver's License number and state from which license was obtained.

Signature

Date

A substance abuse test and/or a job-related medical exam/physical are required after an offer of employment has been made for any full-time position and may be required for any part-time/seasonal positions.