



**TOWN OF CAPE ELIZABETH
APPLICATION FOR EMPLOYMENT**

Please complete form in detail; printing must be legible. Fill in all appropriate blanks. If the information on pages 2 and 3 is provided on your resume, those sections may be left blank. Please sign and date on page 4. All information given is held in strict confidence.

Date: _____ **Position Applying For:** _____

Name: _____
 First Middle Last

Address:

Mailing Address (if different):

How many years at present address? _____

Preferred Contact Phone: _____

Have you been previously employed by the Town? YES NO
If yes, what position(s) did you hold?

Do you have relatives or acquaintances employed by the Town? YES NO

Do you have the legal right to work permanently in the U.S.? _____

If no, explain _____

Have you ever been convicted of a crime? YES NO

If yes, explain _____

If hired, when would you be available to start?

Education

High School Diploma or GED? YES NO
If yes, year diploma received _____

College, Business, or Trade School Education YES NO
If yes, please include names, dates and the degree(s) you earned.

Other Licenses or Certifications: _____

Employment History

Please list three most recent work experiences, beginning with your most recent:

EMPLOYER _____	DATES EMPLOYED _____
ADDRESS _____	
POSITION _____	DUTIES _____
NAME OF SUPERVISOR _____	
TELEPHONE: (____) _____	
Reason for Departure: _____	

EMPLOYER _____	DATES EMPLOYED _____
ADDRESS _____	
POSITION _____	DUTIES _____
NAME OF SUPERVISOR _____	
TELEPHONE: (____) _____	
Reason for Departure: _____	

EMPLOYER _____	DATES EMPLOYED _____
ADDRESS _____	
POSITION _____	DUTIES _____
NAME OF SUPERVISOR _____	
TELEPHONE: (_____) _____	
Reason for Departure: _____	

References Business/Personal

Please list three references.

NAME	ADDRESS	TELEPHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

References will be contacted. If your reference cannot be reached by telephone during working hours, please indicate so, and provide an evening number.

Experience

If you would like provide any other experiences, skills or qualifications, which you would bring to this position not listed in your letter of interest or resume, please list.

By signing this application, I certify that this application is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information and that falsification could be cause for dismissal. Further, the Town of Cape Elizabeth or its agents may request employment information from my previous employers and persons or corporations who provide information related to my previous employment and will be released from any liability or damage. In addition, I agree if required to undergo a medical examination by a town-designated physician and understand that medical approval must be obtained before employment can be effected. I have noted that the Town of Cape Elizabeth is an Equal Opportunity Employer and ad applicants receive lawful consideration for employment without regard to Race, Religion, Color, Sex, Age, National Origin, Disability or Veteran Status. I realize that if I am hired, the Town of Cape Elizabeth has the right to terminate my employment whenever the need arises.

Date of Application: _____

Signature: _____

Please attach your letter of interest and resume.