

## APPLICATION FOR EMPLOYMENT



Northeast Whitewater [www.northeastwhitewater.com](http://www.northeastwhitewater.com)  
155 Greenville Road Shirley, Maine 04485 Mailing address: P.O. Box 1623 Greenville, Maine  
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Northeast Whitewater is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

### PERSONAL:

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

Last

First

Middle

Address \_\_\_\_\_

Number & Street

City

State

Zip Code

Position Sought \_\_\_\_\_ Full Time \_\_\_\_ Part Time

Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Are you over 18 years old? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No (If offered employment, you will be required to provide documentation to verify eligibility.)

**EDUCATION:** Please indicate education or training which you believe qualifies you for the position you are seeking.

**High School:** No. of Yrs. Completed (circle one) 1 2 3 4 **Diploma:** \_\_ Yes \_\_ No **G.E.D.:** \_\_ Yes \_\_ No

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

**College and/or Vocational School:**

Number of Years Completed (circle one) 1 2 3 4

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major \_\_\_\_\_ Degrees Earned \_\_\_\_\_

**Other Training or Degrees:**

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Course \_\_\_\_\_ Degree or Certificate Earned \_\_\_\_\_

**PROFESSIONAL LICENSE OR MEMBERSHIP:**

Type of License(s) Held \_\_\_\_\_

State of [State Name] License Number \_\_\_\_\_

License Expiration Date \_\_\_\_\_

Other Professional Memberships \_\_\_\_\_

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

**This application for employment is good for 30 days only. Consideration for employment after 30 days requires a new application.**

**SKILLS:**

Office: \_\_ Social Media \_\_ Creative Writing \_\_ Microsoft Word \_\_ Excel \_\_ PowerPoint \_\_  
Mac Computers Other Software Skills \_\_\_\_\_

Have you ever been employed by Northeast Whitewater\_\_ Yes \_\_ No

If so, please dates of employment \_\_\_\_\_

**EMPLOYMENT:** List last employer first, including U.S. Military Service. May we contact  
your present employer? \_\_\_\_ Yes \_\_\_\_ No

If any employment was under a different name, indicate name \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Position \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Mo/Yr Mo/Yr  
Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_\_ PT \_\_\_\_ No. of Hrs.\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Position \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Mo/Yr Mo/Yr  
Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_  
Duties \_\_\_\_\_ FT \_\_\_\_ PT \_\_\_\_ No. of Hrs.\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Position \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Mo/Yr Mo/Yr  
Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_  
Duties \_\_\_\_\_ FT \_\_\_\_ PT \_\_\_\_ No. of Hrs.\_\_\_\_

Reason for Leaving \_\_\_\_\_

If you wish to describe additional work experience, attach the above information for each  
position on a separate piece of paper.

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job? \_\_Yes \_\_No

If yes, explain: \_\_\_\_\_

**REFERENCES:**

**Professional**

**Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_)\_\_\_\_\_ Email \_\_\_\_\_

**Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_)\_\_\_\_\_ Email \_\_\_\_\_

**Personal**

**Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_)\_\_\_\_\_ Email \_\_\_\_\_

**Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_)\_\_\_\_\_ Email \_\_\_\_\_

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Northeast Whitewater to verify their accuracy and to obtain reference information on my work performance. I hereby release Northeast Whitewater from any/all liability of whatever kind and nature, which, at any time, could result from obtaining and having an employment decision, based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either the Employer or I may terminate my employment at any time with or without notice or cause.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

## Background Check: Authorization and Release of DMV Records

The position I am applying for is a Category \_\_\_\_\_ Driving position.

*(To be completed by Human Resources)*

I understand that driving a Company vehicle (or my own vehicle, as required) is a requirement of the position I am being considered for and that having and maintaining a satisfactory driving record is a condition of my employment. I agree to allow Northeast Whitewater to check my driving record prior to hire and to check it periodically thereafter. I further agree to report any license suspensions, serious accidents or offenses, or any other condition to my supervisor immediately that may affect my ability to drive a Northeast Whitewater vehicle (or my own vehicle, if I am required to drive) after I am hired. I agree to obtain a Driver's license prior to hire if I do not already have one.

I understand that the Company will use this information for employment purposes only and not furnish this information to a third party without my written consent.

I agree to release Northeast Whitewater, its employees and those who supplied you with the information from any liability for any damage, which may result from furnishing the requested information or my failure to be hired for the position for which I am applying.

\_\_\_\_\_ Print Name

\_\_\_\_\_ Driver's License Number

\_\_\_\_\_ Signature

\_\_\_\_\_ Date of Birth

\_\_\_\_\_ State of License

\_\_\_\_\_ Date