



## APPLICATION FOR EMPLOYMENT

The Park Danforth is dedicated to a policy of compliance with all federal, state and local laws regarding nondiscrimination in employment. The Park Danforth provides an equal opportunity to all persons without regard to race or color, sex, physical or mental disability, religion, age, ancestry, national origin or any other protected characteristic in hiring, placement, promotion, salary determination and all other conditions for employment. Consistent with the Maine Human Rights Act and the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

### PERSONAL INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Legal Physical Address: \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Mailing Address: (PO BOX or RR if applicable): \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Mobile/Other): \_\_\_\_\_

Email Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Is your Driver's License currently in good standing?  Yes  No  Not Applicable

Are you under 18 years of age?  Yes  No

(Required for compliance with Maine Labor Laws)

Will you require a work permit?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

(Proof of citizenship or immigration status will be required upon employment.)

Date of Application: \_\_\_\_\_ Position Sought: \_\_\_\_\_

Full-time  Part-time  Temporary  Seasonal  Per Diem

How did you learn about us?

Advertisement  Relative/Friend: \_\_\_\_\_  Other: \_\_\_\_\_

To the extent any license, certification or registration is necessary for the position sought, do you possess such license or certification and are you currently registered and in good standing with the governing agency or authority?

Yes  No If not, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

Please list your previous employers, beginning with your current or most recent employer. Please complete this section thoroughly. You may include a current resume, but you must complete this section.

Employer:			
Address: (Street/City, State, Zip)			Telephone: (     )
Start Date: (Month/Year)	End Date: (Month/Year)	Starting Pay:	Ending Pay:
Job Title:	Supervisor:	Reason for Leaving:	
Responsibilities:			
If current employer, may we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer:			
Address: (Street/City, State, Zip)			Telephone: (     )
Start Date: (Month/Year)	End Date: (Month/Year)	Starting Pay:	Ending Pay:
Job Title:	Supervisor:	Reason for Leaving:	
Responsibilities:			

Employer:			
Address: (Street/City, State, Zip)			Telephone: (     )
Start Date: (Month/Year)	End Date: (Month/Year)	Starting Pay:	Ending Pay:
Job Title:	Supervisor:	Reason for Leaving:	
Responsibilities:			
If current employer, may we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Have you ever been terminated or asked to resign from a previous position?     Yes     No    If yes, please explain:

Have you ever had any professional license, certification or registration suspended, revoked or limited?     Yes     No  
If yes, please explain: \_\_\_\_\_

## EDUCATION & TRAINING

Name Location of Institution	Highest Grade or Number of Years Completed	Course of Study or Major	Degree/Certificate Obtained
High School			
College			
Graduate School			
Business, Trade School or Other			
Military Service, Other Training			

Please list courses, volunteer work, special skills or any additional information that you feel is relevant to employment at The Park Danforth. (Please exclude the name of any organization that would indicate your race, color, sex, disability, religion, age, national origin or citizenship.)

## PROFESSIONAL REFERENCES

Please list three references (professional references preferred) who are not directly related to you, and whom you have known for at least one year:

Name of Reference	Telephone Number	E-Mail Address	How long have you known this person?	Nature of Relationship

## BACKGROUND INFORMATION

Have you ever applied for work or been employed at the Park Danforth before?  Yes  No

If so, please give date(s) and/or position(s): \_\_\_\_\_

Do you have any relatives employed by The Park Danforth?  Yes  No

If so, please give name(s): \_\_\_\_\_

**BACKGROUND INFORMATION (CONTINUED)**

Are there any criminal charges pending against you or have you ever been convicted of, or pled guilty or no contest to, any violation of law?  Yes  No

If yes, please explain and list offense(s), date(s) of conviction or current status, and state/country:

*INCLUDE any conviction(s) for violations now on appeal, any military court martial, or any guilty pleas.  
DO NOT INCLUDE any conviction(s) occurring before your 18<sup>th</sup> birthday, or traffic violation(s) unless the conviction resulted in suspension of your driver's license.*

(Not all convictions will automatically disqualify you from employment. All circumstances will be considered, including the nature of the offense and time elapsed since the offense or conviction. Omission or misrepresentation of this information will result in ineligibility of employment.)

**AUTHORIZATION AND ACKNOWLEDGEMENT**

I authorize The Park Danforth to verify the information I have supplied and to contact references and other persons or entities listed in this application, and I authorize all such persons or entities to provide information about me. I agree to cooperate in any such investigation and release The Park Danforth and all persons, entities and organizations supplying such background or reference information from any liability.

I consent to taking any post-offer physical or medical examinations that might be required by The Park Danforth in order to determine my ability to perform the job duties of the position that I am seeking, and I authorize the release of the results of such examinations to The Park Danforth for employment purposes.

I understand that this application for employment does not assure me of a position with The Park Danforth and any offer would be contingent on satisfactory results of pre-employment investigations and examinations. I also understand that any employment relationship that may be established would be "at-will" and subject to termination at any time, with or without cause, by me or The Park Danforth.

I certify that all answers and information given on this application (and any resume submitted) are true, accurate and complete. I understand that the falsification, misrepresentation or omission of any facts on this application (or any other accompanying or required documents) may result in denial of employment or immediate termination of employment, regardless of how or when discovered.

\_\_\_\_\_  
Signature (Required)

\_\_\_\_\_  
Date

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

PLEASE NOTE THAT YOU MUST ALSO REVIEW AND SIGN THE SEPARATE DISCLOSURE AND AUTHORIZATION TO APPLICANTS AND EMPLOYEES REGARDING BACKGROUND CHECKS AND CONSUMER REPORTS.