

APPLICATION FOR EMPLOYMENT

**Town of Cumberland
290 Tuttle Road
Cumberland, Maine 04021**

The Town of Cumberland is an Equal Opportunity Employer and considers applications for all positions without regard to race, color, religion, age, sex, genetics, national origin, disability, sexual orientation, citizenship status or any other legally protected status. Applications are only accepted for jobs which are currently open. Be sure to list the title of the job for which you are applying.

Please print in ink or type. Answer every question clearly and completely. Where a question does not apply, answer N/A. All positions require a complete application; therefore, do not use "See Resume." Completed applications may be mailed, emailed or hand-delivered. Applications for positions with closing dates must be received by the Human Resources Office by 5:00 p.m. on the closing date.

Position Applied For:	<input type="text"/>	Date of Application:	<input type="text"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
		Middle Name:	<input type="text"/>
Street Address:	<input type="text"/>	City:	<input type="text"/>
		State:	<input type="text"/>
		Zip:	<input type="text"/>
Home Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>
		Other Phone:	<input type="text"/>
Email Address:	<input type="text"/>		

Are you legally eligible to work in the U.S.? ☐ Yes ☐ No

If you are under 16 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Can you perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation? ☐ Yes ☐ No

Are you related to an employee of the Town of Cumberland? ☐ Yes ☐ No

If yes, which department?

Have you ever been employed by the Town of Cumberland? ☐ Yes ☐ No

If yes, which department?

When?

Have you ever filed an application with the Town of Cumberland? ☐ Yes ☐ No

If yes, which department?

When?

Are you currently employed? ☐ Yes ☐ No

If so, may we contact your present employer? ☐ Yes ☐ No

When are you available to commence employment?

For what shifts are you able to work? ☐ Full Time ☐ Part Time ☐ Temporary

If Part Time or Temporary, please indicate times and dates available.

How did you learn about the position for which you are applying?

If Town employee, please specify name and department.

EDUCATION & TRAINING

	Name and Location of School	Years Completed	Degree Received	Course of Study
Elementary School				
Middle/Jr. High School				
High School or GED				
Undergraduate School				
Graduate/Professional School				
Other (specify)				

Describe specialized skills (e.g. typing, computer proficiency)

List any foreign languages

List any professional licenses or certifications that you hold

List any professional, trade or civic activities and offices held

Other training (e.g. apprenticeships or U.S. Military)

EMPLOYMENT EXPERIENCE

Start with your present or most recent position. Include military service/volunteer experience. Explain fully any gaps in employment or between education and employment. Additional experience should be listed on a separate sheet of paper. Be sure to include all requested information, especially as it relates to the job for which you are applying. Do not use "See Resume." You may exclude organizations which indicate a protected status such as: race, color, religion, age, sex, genetics, national origin, disability, sexual orientation or citizenship.

Employer:	<input type="text"/>	Phone Number:	<input type="text"/>
Job Title:	<input type="text"/>	Supervisor:	<input type="text"/>
Responsibilities & Work Performed: <input type="text"/>			
Dates Employed From:	<input type="text"/>	To:	<input type="text"/>
Hourly Rate/Salary Start:	<input type="text"/>	Final:	<input type="text"/>
Reason for Leaving: <input type="text"/>			

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Hourly Rate/Salary Start:	<input type="text"/>	Final:	<input type="text"/>
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Dates Employed From:	<input type="text"/>	To:	<input type="text"/>
Hourly Rate/Salary Start:	<input type="text"/>	Final:	<input type="text"/>
Reason for Leaving: <input type="text"/>			

EMPLOYMENT EXPERIENCE (continued)

Employer: Phone Number:

Job Title: Supervisor:

Responsibilities & Work Performed:

Dates Employed From: To: Hourly Rate/Salary Start: Final:

Reason for Leaving:

Employer: Phone Number:

Job Title: Supervisor:

Responsibilities & Work Performed:

Dates Employed From: To: Hourly Rate/Salary Start: Final:

Reason for Leaving:

REFERENCES

Must be completed, include all data requested

Name: Relation to Applicant:

Address: Phone Number:

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