Employment Application

We are an Equal Opportunity Employer

Please mail or bring your completed application to:

Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250

Resumes may be attached, but will not be accepted in lieu of a completed application.

Job Data

Job Title: _____   Date available for employment: _____

Personal Data

Last Name: _____   First Name: _____   Middle: _____

Please list other names used: _____

Address: _____

City: _____   State: _____   Zip: _____

Phone #: _____   Evenings: _____   Alternate: _____

Are you over 18 years old? ☐ Yes ☐ No   Do you have the legal right to work in the U.S.? ☐ Yes ☐ No

All applicants who are offered employment must provide documents which establish their identity and employment eligibility for authorization to work in the U.S.

Have you ever worked or volunteered for the Municipality? ☐ Yes ☐ No

Do you have any relatives employed with the Municipality? ☐ Yes ☐ No   If yes, Please list name and relationship: _____

Drivers License :   State: _____   Number: _____   Class: _____   Expiration: _____

Commercial D/L: State: _____   Number: _____   Class: _____   Expiration: _____

Have you had any traffic convictions or accidents in the last three years?   ☐ Yes ☐ No   If yes, please list below:

Conviction or Accident: _____   Date: _____

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Conviction or Accident: _____   Date: _____

Have you been convicted of any crime?   ☐ Yes ☐ No   If yes, please give details including dates, charges, and disposition below. *Answering yes does not constitute an automatic bar to employment; factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.*

_____

_____

Education

Did you graduate from High School or do you have a G.E.D? ☐ Yes ☐ No

Name of School, College, or University	Major	Credit Hours	Diploma/ Degree*

***Proof of degrees obtained from College/University will be required upon hire.**

Name of Trade/Technical/Business or Other Schools Attended	Course of Study	Credit Hours	Diploma/ Degree*

List Other licenses, professional registrations, certificates and professional memberships: _____

_____

List Honors, Awards, Fellowships: _____

Skills Overview

Approximate Typing Speed in words per minute: _____

Fluent in a language other than English: ☐ Yes ☐ No Language(s): _____ Speak: _____ Read: _____ Write: _____

Please summarize relevant skills and experience that exemplify your qualifications for the position you are seeking:

_____

_____

_____

Tools and machines you can use and operate: _____

Light or heavy motor vehicle equipment you can operate: _____

Summarize Volunteer Services work including dates: _____

Summarize Leadership Roles: _____

_____

Employment History

Current or most recent employer: _____ Phone: _____

Address: _____

Your Title: _____ Supervisors Name and Title: _____

Employment Dates   From: _____ To: _____

Starting Salary: _____ Present/Ending Salary: _____ Hours per week: _____

Work Performed: _____

_____

_____

_____

Reason for leaving: _____

May we contact this employer if you are considered for the position? ☐ Yes ☐ No

Employer: _____ Phone: _____

Address: _____

Your Title: _____ Supervisor's Name & Title: _____

Employment Dates: From: _____ To: _____

Starting Salary: _____ Present/Ending Salary: _____ Hours per week: _____

Work Performed: _____

_____

_____

_____

Reason for leaving: _____

May we contact this employer if you are considered for the position? ☐ Yes ☐ No

Employer: _____ Phone: _____

Address: _____

Your Title: _____ Supervisor's Name & Title: _____

Employment Dates: From: _____ To: _____

Starting Salary: _____ Present/Ending Salary: _____ Hours per week: _____

Work Performed: _____

_____

_____

_____

Reason for leaving: _____

May we contact this employer if you are considered for the position? ☐ Yes ☐ No

Military Service

Have you ever served on active duty in the U.S. Armed Forces? ☐ Yes ☐ No Dates From: _____ To: _____

Branch: _____ Primary Duties: _____

_____

Conditions of Consideration for Employment

All information contained on the application is subject to verification. The Municipality of Lisbon will conduct background checks including, but not limited to, work references, driving records, criminal background records and education attainment.

I understand an employment offer is also contingent upon successful review of work references, and satisfactory result of a background check. Certain positions are also conditioned on the successful completion of agility tests or skill evaluation and other appropriate investigations.

I also understand that specific positions at the Municipality of Lisbon may require me to provide evidence of an acceptable driving record.

I further understand that certain positions with the municipality may require the applicant to be eligible for bonding. In such instances, eligibility for bonding will be a consideration in determining an applicant's fitness for such position.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

If employed, I agree to abide by all municipal policies, regulations, ordinances and established work safety practices. When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the application/recruitment process. (Americans with Disabilities Act of 1991)

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that missions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the Municipality of Lisbon and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from municipal service.

In addition, I give the Municipality of Lisbon the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the Municipality of Lisbon in providing relevant, job related information that will assist in this process.

It is my understanding that this application along with any resume and letters/notes of reference, other than those letters and notes of reference I expressly submit in confidence, become a public document should I be hired by the municipality. As a result, I understand that the municipality cannot guarantee me its confidentiality.

I have read and understand the above "Conditions of Consideration for Employment." ☐ Yes   ☐ No *Please acknowledge by checking the appropriate box.*

Print Name: _____

Signature: _____

Date: _____