



## Application for Employment

CITY OF AUBURN  
HUMAN RESOURCES DEPARTMENT  
60 Court Street  
Auburn, ME 04210  
207-333-6601 ext 1416 or 1414  
[www.auburnmaine.gov](http://www.auburnmaine.gov)

Full Time \_\_\_\_\_  
Part Time \_\_\_\_\_  
Summer \_\_\_\_\_

Name \_\_\_\_\_  
Last First MI Maiden

Current Address \_\_\_\_\_ Tel# \_\_\_\_\_  
Street & Number  
City, State, Zip Code

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

Position(s) applied for \_\_\_\_\_

Can you perform the job for which you have applied with or without reasonable accommodations? \_\_\_\_\_

Minimum rate of pay acceptable \_\_\_\_\_

Were you previously employed by the City of Auburn? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, what department? \_\_\_\_\_

List any relatives working for the City of Auburn \_\_\_\_\_

On what date would you be available to start work? \_\_\_\_\_

### EDUCATION

School Name	Course of Study	Check last year completed	Did you Graduate?	List degree Or diploma
School		9, 10, 11, 12, +	yes no	High School or GED
College		1, 2, 3, 4	yes no	
Other (specify)			yes no	



**Human Resources Department**

**RECORD OF EMPLOYMENT**

List below all present and past employment, beginning with most recent.

Name/Address of Employer	From Mo/yr	To Mo/yr	Describe Work Done	Reason for Leaving
--------------------------	---------------	-------------	--------------------	--------------------

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**IF MORE SPACE IS NEEDED, PLEASE USE BACK OF THE APPLICATION**

May we contact the employers listed above? If not, indicate by number which one(s) you do not wish us to contact. \_\_\_\_\_

If a veteran, what type of work-related experience or military training have you had?

\_\_\_\_\_

\_\_\_\_\_

If you have other skills or training not indicated above, please list:(for example, typing, shorthand, accounting skills, computer skills, heavy equipment operator skills, mechanical skills, etc...)

\_\_\_\_\_

\_\_\_\_\_

Do you have a valid Maine Driver’s license? Do you have a specialized Driver’s license? (For example, Commercial Driver’s License) \_\_\_\_\_



## Human Resources Department

Do you have a valid Driver's license from another state? If yes, which state and date of expiration of License? \_\_\_\_\_

Please list any specialized employment or professional/technical licenses or certificates, such as Master Electrician's, Plumber License, Real Estate License, etc.

---

---

### WORK RELATED REFERENCES

**Name and Occupation**

**Address**

**Phone Number**

1.

---

2.

---

3.

---

4.

---



## Human Resources Department

I certify all the information set forth is true and I understand that falsification may be considered sufficient cause for dismissal. I understand that if hired, I have no employment contract and may be terminated or laid off at any time without advance notice at the will of the City of Auburn. Any verbal statements of any person to the contrary are void and an employment contract may only be made in writing by the City Manager or the City Council.

\_\_\_\_\_  
Signature of Applicant

### INFORMATION RELEASE

I hereby authorize the release of the following information to bona fide representatives of the Auburn Human Resources Department and/or the Auburn Police Department. I also realize that persons other than those listed as references may be contacted for job related and personal character references and I authorize that as well.

1. Complete transcript of all secondary and post-secondary scholastic records.
2. Complete record of all credit information.
3. Complete record of all past and present employment information.
4. A criminal background check.
5. Department of Motor Vehicles Driver's History Record; or other state if applicable.
6. Sex Offender's Registry.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

A substance abuse test and/or a job-related medical exam/physical will be required after an offer of employment has been made.