

CITY OF AUBURN, MAINE

Application for Employment

CITY OF AUBURN
 HUMAN RESOURCES DEPARTMENT
 60 COURT STREET
 AUBURN, MAINE 04210
 207-333-6601 Ext. 1416
 personnelstaff@auburnmaine.gov
 www.auburnmaine.org

FULL TIME _____
 PART TIME _____
 SUMMER _____

NAME	SSN
<div style="display: flex; justify-content: space-between;"> Last First MI </div>	

ADDRESS	
Home Phone:	Cell:
E-mail:	

Can you perform the job for which you have applied with or without reasonable accommodation? Yes ___ No ___	
Position applied for:	Minimum rate of pay acceptable:
Were you previously employed by the City of Auburn? Yes ___ No ___	
If yes, which department/position?	
On what date would you be available to start work?	

List any relatives working for the City of Auburn	
Name:	Relationship:

EDUCATION

School Name/Location	Course of Study	Last Year Completed	Graduated?	List Degree/Diploma
High School		9 10 11 12 +	Yes ___ No ___	High School or GED
College		1 2 3 4	Yes ___ No ___	
Other (specify)			Yes ___ No ___	

RECORD OF EMPLOYMENT

LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT

Employer	From/To	Position	Salary	Reason for Leaving	Supervisor
1					
2					
3					
4					
5					

May we contact the employers listed above? Yes ___ No ___
If no, 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 operating skills, mechanical skills, etc.

Do you have a valid driver's license? Yes ___ No ___	State:	License #:
Do you have a specialized driver's license (commercial, etc.)? Yes ___ No ___	If yes, type:	
Please list any specialized employment or professional/technical licenses or certificates, such as Master Electrician, Plumber, Real Estate, etc.		
Have you ever been charged with or convicted of a felony crime? Yes ___ No ___ If yes, please provide the date, nature of the charge or crime, and state where the incident(s) took place.		

WORK RELATED REFERENCES

Name	Occupation	Address	Telephone #

I certify that all 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

Date

INFORMATION RELEASE

I hereby authorize the release of the information listed below to bona fide representatives of the City of 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 security clearance check
- 5. Motor Vehicle Registration
- 5. Driver’s License number and state from which license was obtained

Signature

Date

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

Please complete this application on your computer, then print a copy, sign it and return it to the HR Department at:
60 Court Street, Auburn, Maine 04210

The City of Auburn is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.