

		Northern Maine Community College 33 Edgemont Drive Presque Isle, ME 04769 www.nmcc.edu		<h1 style="text-align: center;">EMPLOYMENT APPLICATION</h1> <p style="text-align: center;"><i>Please print all information.</i></p> <p style="text-align: right;">Today's Date: _____</p>	
MAINE COMMUNITY COLLEGE SYSTEM					
PERSONAL					
Name:		<i>Last</i> <i>First</i> <i>Middle</i>		Other Name(s) Used for Employment	
Address:				Phone: Home ()	
City, State, Zip:			Email:		Phone: Work ()
Previous Maine Community College System Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No				Position Desired:	
If Yes, When?			Department:		Availability — Date:
Type of work you are seeking: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time					
If Part-Time, days & hours available:				Weekend/Shift Work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
REFERRAL SOURCE			WORK ELIGIBILITY		
<input type="checkbox"/> Advertisement <input type="checkbox"/> Agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative			Do you have the legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Walk-in <input type="checkbox"/> Internal Posting <input type="checkbox"/> Other			Can you verify your legal right to work in the United States by providing a birth certificate, proof of citizenship or other authorization? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT					
<i>Start with current or most recent employer. Please give complete information for Full-Time, Part-Time and Military Positions, even if resume is attached.</i>					
1	Employed (State Month & Year)		Employer	Address	City, State, Zip
	From	To			
	Supervisor: Name, Title and Phone No.				
Reason for leaving					
Job Titles and Duties:					
2	Employed (State Month & Year)		Employer	Address	City, State, Zip
	From	To			
	Supervisor: Name, Title and Phone No.				
Reason for leaving					
Job Titles and Duties:					

EMPLOYMENT CON'T

Start with current or most recent employer. Please give complete information for Full-Time, Part-Time and Military Positions, even if resume is attached.

3	Employed (State Month & Year)		Employer	Address	City, State, Zip
	From	To			
	Supervisor: Name, Title and Phone No.				
	Reason for leaving				
	Job Titles and Duties:				

4	Employed (State Month & Year)		Employer	Address	City, State, Zip
	From	To			
	Supervisor: Name, Title and Phone No.				
	Reason for leaving				
	Job Titles and Duties:				

EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	DATES		COURSE OF STUDY	DID YOU GRADUATE?	DEGREE/ DIPLOMA HELD
		FROM MO/YR	TO MO/YR			
High School						
College						
Graduate						
Tech/Trade						
Other						
Licenses/Certifications:						
Relevant/Specialized Training:						

SKILLS/QUALIFICATIONS*Complete information for job-related skills only*

Computers:	Type of Equipment	
Software:	Spreadsheet	Word Processing
	Statistical	Database
	Programming languages	
Typing:	WPM	Physical Plant — List Craft Skills:
Other applicable skills:		

ADDITIONAL QUESTIONS

Do you have a current ME driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever resigned from a prior employment or volunteer position after a complaint has been received against you or your conduct was under investigation or review? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If under 16, a work permit must be issued through local school district.	Have you ever been dismissed or discharged for misconduct from an employment or volunteer position? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been disciplined by a professional or licensing board? <input type="checkbox"/> Yes <input type="checkbox"/> No	Disclosures to these questions are not necessarily a bar to employment.

PROFESSIONAL REFERENCES*Please complete information for three professional references, excluding relatives.*

Name	Address	Office Phone	Home Phone	Relationship

APPLICANT STATEMENT

- I certify that the information provided on this application (and accompanying resume, if applicable) is true and complete to the best of my knowledge.
- I authorize investigation of all statements contained herein and the contacting of references and previous employers. I release such persons and all parties from liability for communications involving my potential employment.
- I understand that my application for employment with the Maine Community College System ("MCCS") may be subject to public disclosure.
- I understand that neither this application nor any offer of employment from the MCCS constitute an employment contract unless a specific document to that effect is executed in writing by both the MCCS and me.
- I understand that if employed, my employment is for no specified period of time and may be ended by either myself or by the MCCS at any time.
- If employed, I understand that false or misleading information provided in my application, resume or interview(s) may result in immediate discharge.
- I agree to abide by all rules and regulations of the MCCS.

Signature_____
Date

Northern Maine Community College is an equal opportunity/affirmative action institution and employer.
For more information, please call (207) 768-2791