



Somerset County  
41 Court Street  
Skowhegan, ME 04976



APPLICATION FOR EMPLOYMENT

\* Complete this application. Incomplete applications will not be accepted. Resumes may be attached, but will not be accepted in lieu of a completed application. \*

|   |               |                          |                 |
|---|---------------|--------------------------|-----------------|
| Position Applied For:   |               | Date Available For Work: |                 |
| Last Name:  | First Name:   |                          | Middle Initial: |
| Home phone #:   | Cell Phone #: | Social Security #:       |                 |
| Physical Street Address:  | City:         | State:                   | Zip Code:       |
| Mailing Address:  | City:         | State:                   | Zip Code:       |
| E-Mail Address:   |               |                          |                 |
| All applicants who are offered employment must provide documents which establish their identity and employment eligibility for authorization to work in the United States. Are you legally eligible for employment in the U.S.? Y/N |               |                          |                 |
| Have you Ever worked or volunteered for Somerset County?<br>If yes, please give dates:      From:                      To:  |               |                          |                 |
| Do you have any relatives employed with Somerset County?<br>If yes, please list:<br>Name:                                      Department:                      Relationship:   |               |                          |                 |
| Type of employment desired  |               |                          |                 |
| Full Time:  | Part Time:    | Temporary:               |                 |
|   |               |                          |                 |
| Driver's License #:   | Class:        | Expiration:              | State:          |

## EDUCATION

Did you graduate from High School?

Do you have a GED?

High School Name:

High School Address:

Name of School, College or University

Major

Credit Hours

Degree\*

| Name of School, College or University | Major | Credit Hours | Degree* |
|---------------------------------------|-------|--------------|---------|
|                                       |       |              |         |
|                                       |       |              |         |
|                                       |       |              |         |

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

## SKILLS OVERVIEW

Approximate Typing Speed in words per minute:

List computer software which you are familiar with:

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

## EMPLOYMENT HISTORY

List your last four (4) employers, assignments or volunteer activities, starting with the most recent.

|   |     |  |          |
|---|-----|--|----------|
| From:   | To: | Employer:  | Phone #: |
| Job Title:  |     | Address:   |          |
| Immediate Supervisor and Title:                                       |     | Summarize the nature of the work performed and job responsibilities: |          |
| Hourly Rate/Salary:   |     | Reason for Leaving:  |          |
| May we contact this employer if you are considered for this position? |     |  |          |
| From:   | To: | Employer:  | Phone #: |
| Job Title:  |     | Address:   |          |
| Immediate Supervisor and Title:                                       |     | Summarize the nature of the work performed and job responsibilities: |          |
| Hourly Rate/Salary:   |     | Reason for Leaving:  |          |
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|   |     |  |          |
|---|-----|--|----------|
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| Job Title:  |     | Address:   |          |
| Immediate Supervisor and Title:                                       |     | Summarize the nature of the work performed and job responsibilities: |          |
| Hourly Rate/Salary:   |     | Reason for Leaving:  |          |
| May we contact this employer if you are considered for this position? |     |  |          |

## MILITARY SERVICE

|   |          |
|---|----------|
| Have you ever served on active duty in the U.S. Armed Forces? |          |
| Branch:   |          |
| Date From:  | Date To: |
| Primary Duties:   |          |

## REFERENCES

| Name: | Address: (Street/Town/Zip Code) | Phone #: | How many years? |
|-------|---------------------------------|----------|-----------------|
|       |                                 |          |                 |
|       |                                 |          |                 |
|       |                                 |          |                 |

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment, with just cause. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I authorize Somerset County to perform a background investigation in connection with my application for employment. This investigation may include information as to my credit, schools attended, police convictions, Division of Motor Vehicle records, personal references, professional references, previous employers, present employers, polygraph results, and any other appropriate sources the Somerset County Commissioners deem necessary.

I authorize the release of any information that Somerset County may request from the above sources. A copy of this release shall be as valid as the original document. I also understand that all information received by Somerset County in connection with this application and background investigation is confidential.

Applicant Name:

Date:

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Signature of Applicant:

Date:

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