

Employment Application

Waterville Sewerage District

353 Water Street, Waterville, Maine 04901

(207) 873-5191

Position applying for: _____

Name: _____
Last
First
Middle

Telephone: _____ Email: _____

Address: _____

Are you able to perform the essential duties of the position with or without accommodations?

Yes No

If necessary for the job, are you older than:

14 16 17 (Check One)

18 21

Are you legally eligible for employment in the U.S.?

Yes No

I am seeking a permanent position:

Yes No

If necessary for the job, I am able to:

Work Overtime? Yes No

Provide a valid Maine Driver's License? Yes No

If so, fill out the following license information:

Issuing State: _____ Type: _____

Hours available to work: (Check all that apply)

Regular Office Hours (7:00 a.m. - 4:30 p.m.)

On-Call (able to respond to calls during periods outside of normal office hours when placed in an on-call status)

Other (specify) _____

I will be able to report to work _____ days after being notified I am hired.

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary.

Employer name and address: _____ _____	Position title/duties, skills: _____	Start date: _____	End date: _____
		Reason for leaving: _____	
Supervisor: _____ Telephone: _____			
Employer name and address: _____ _____	Position title/duties, skills: _____	Start date: _____	End date: _____
		Reason for leaving: _____	
Supervisor: _____ Telephone: _____			
Employer name and address: _____ _____	Position title/duties, skills: _____	Start date: _____	End date: _____
		Reason for leaving: _____	
Supervisor: _____ Telephone: _____			

Summarize other employment related to this job:

EDUCATION

	Institution Name	Years Completed	Field of Study	Graduate or Degree Program
High School				
College/University				
Business/Technical				
Additional				

MILITARYAre you a veteran? Yes No

Please provide any duty/specialized training:

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

REFERENCES

List three references who are not relatives and who can attest to your work.

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test. I understand and agree to the information shown above.

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.