



216 High Street #343
Ellsworth, ME 04605
Phone: (207) 259-4407

Employment Application

ALL SECTIONS MUST BE COMPLETED IN FULL EVEN IF A RESUME IS INCLUDED:

PERSONAL:

Name: _____ Today's Date: _____

Social Security Number: _____

Phone Numbers: (Home) _____ (Cell) _____

Email Address: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Previous addresses for the last five years:

Address: _____ City: _____ State: _____ Zip Code: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Are you at least 18 years old? Yes No If no, are you younger than 16? Yes No

What is your date of birth? _____

Have you been convicted of a crime in the last five years? (Do not include traffic violations.)

Yes No If yes, please explain: _____

Have you ever been disciplined, suspended, discharged, or asked to resign from a job for any

reason? Yes No If yes, please explain: _____

Position Desired: _____

On what date would you be able to start work? _____

Please list any schedule preferences you may have: _____

EMPLOYMENT:

Have you ever applied for work at Coastal Maine General Contracting, Inc. before? Yes No

If yes, when? _____

How were you referred to us? _____

Are you currently employed? Yes No Temporary Layoff Permanent Layoff

We need to know about your **last three** employers. If you have never been employed please proceed to the References section.

Current or Last Employer:

Company: _____ Address: _____

Telephone Number: _____ Supervisor's Name & Title: _____

Position: _____ Dates Worked (From-To): _____

Duties: _____

Reason for Leaving: _____

Previous Employers:

Company: _____ Address: _____

Telephone Number: _____ Supervisor's Name & Title: _____

Position: _____ Dates Worked (From-To): _____

Duties: _____

Reason for Leaving: _____

Company: _____ Address: _____

Telephone Number: _____ Supervisor's Name & Title: _____

Position: _____ Dates Worked (From-To): _____

Duties: _____

Reason for Leaving: _____

May we contact all employers listed above? Yes No If not, which ones should we not contact and why? _____

REFERENCES:

Please list three non-relative references:

Name: _____ Address: _____

Phone Number: _____ How long have you known this person? _____

This person's relationship to you: _____

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Name: _____ Address: _____

Phone Number: _____ How long have you known this person? _____

This person's relationship to you: _____

Please make sure your references give you permission to use them.

EDUCATIONAL BACKGROUND:

High School

Name: _____ Address: _____

Number of Years Attended: _____ Graduated? Yes No

College

Name: _____ Address: _____

Course or Major: _____ Graduated? Yes No

Degree: _____

Other Education

Name: _____ Address: _____

Course or Major: _____ Graduated? Yes No

Degree: _____

Please use the space below to summarize any additional information necessary to describe your full qualifications:
