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| C:\Users\hseymour\Desktop\Marketing & Comm\Planning & Public Affairs\Logos\CMCC\CMCC\CMCC_LOGO_LARGE_ 07.2013.png**1250 Turner Street****207-755-5100****800-891-2002****www.cmcc.edu** | EMPLOYMENT APPLICATION***Please print all information.*** Today’s Date:       |
| MAINE COMMUNITY COLLEGE SYSTEM |
| **PERSONAL** |
| Name: | *Last*      | *First*      | *Middle*      | *Other Name(s) Used for Employment*      |
| Address: |       | Phone: Home (   )       Work (   )       |
| City, State, Zip: |       | Social Security No:       |
| Previous Maine Community College System Employee? [ ]  Yes [ ]  No | Position Desired:       |
| If Yes, When?       | Department:       | Availability — Date:      Weekend/Shift Work? [ ]  Yes [ ]  No |
| Type of work you are seeking: [ ]  Full-Time [ ]  Part-TimeIf Part-Time, days & hours available:       |
| **REFERRAL SOURCE** | **WORK ELIGIBILITY** |
| [ ]  Advertisement | [ ]  Agency | [ ]  Friend | [ ]  Relative | Do you have the legal right to work in the United States? [ ]  Yes [ ]  NoCan you verify your legal right to work in the United States by providing a birth certificate, proof of citizenship or other authorization? [ ]  Yes [ ] No |
| [ ]  Walk-in | [ ]  Internal Posting | [ ]  Other       |
|  |
| **EMPLOYMENT** |
| *Start with current or most recent employer.* ***Please give complete information for Full-Time, Part-Time and Military Positions, even if resume is attached.*** |
| **1** | Employed (State Month & Year) | Employer      | Address      | City, State, Zip      |
| From       | To       |
| Salary [ ]  Weekly [ ]  Annual | Supervisor — Name, Title and Phone No.      | Reason for leaving      |
| Start        | End       |
| Job Titles and Duties:  |       |
| **2** | Employed (State Month & Year) | Employer      | Address      | City, State, Zip      |
| From       | To       |
| Salary [ ]  Weekly [ ]  Annual | Supervisor — Name, Title and Phone No.      | Reason for leaving      |
| Start        | End       |
| Job Titles and Duties:  |       |

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| **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       |
| Salary [ ]  Weekly [ ]  Annual | Supervisor — Name, Title and Phone No.      | Reason for leaving      |
| Start        | End       |
| Job Titles and Duties:  |       |
| **4** | Employed (State Month & Year) | Employer      | Address      | City, State, Zip      |
| From       | To       |
| Salary [ ]  Weekly [ ]  Annual | Supervisor — Name, Title and Phone No.      | Reason for leaving      |
| Start        | End       |
| Job Titles and Duties:  |       |

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

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| **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? [ ]  Yes [ ]  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?[ ]  Yes [ ]  NoHave you ever been dismissed or discharged for misconduct from an employment or volunteer position? [ ]  Yes [ ]  NoHave you ever been convicted of or entered a plea of guilty or no contest to, a crime other than a minor traffic offense? [ ]  Yes [ ]  NoIf yes, provide date, offense and dispositionDisclosures to these questions are not necessarily a bar to employment.. |
| Are you 18 years or older? [ ]  Yes [ ]  NoIf under 16, a work permit must be issued through local school district.Have you ever been disciplined by a professional or licensing board? [ ]  Yes [ ]  No |

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| **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.

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Signature Date

Central Maine Community College is an equal opportunity/affirmative action institution and employer.

For more information, please call Barbara Owen at 207-755-5233.

*Revised 12/2012*