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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-Time  If 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  No  Can 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  No  Have you ever been dismissed or discharged for misconduct from an employment or volunteer position?  Yes  No  Have you ever been convicted of or entered a plea of guilty or no contest to, a crime other than a minor traffic offense?  Yes  No  If yes, provide date, offense and disposition  Disclosures to these questions are not necessarily a bar to employment.. | |
| Are you 18 years or older?  Yes  No  If 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 | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCES** | | | | |
| *Please complete information for three professional references, excluding relatives.* | | | | |
| **Name** | **Address** | **Office Phone** | **Home Phone** | **Relationship** |
|  |  |  |  |  |
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**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*