

GREAT BAY SERVICES
61 Washington Street, Suite 4
SANFORD, ME
207-850-1053
www.greatbayservices.org

APPLICATION FOR EMPLOYMENT

LAST NAME	FIRST NAME	MIDDLE INITIAL
-----------	------------	----------------

ADDRESS <i>street</i>	<i>city</i>	<i>state</i>	<i>zip</i>
-----------------------	-------------	--------------	------------

APPLICATION DATE	PHONE	EMAIL
------------------	-------	-------

Are you legally eligible for employment in the United States? YES _____ NO _____
 Do you possess a current driver's license? YES _____ NO _____

CONVICTIONS: Have you ever been convicted of a crime (including misdemeanors, felonies, and arrest) which has not been annulled or expunged or sealed by a court? YES _____ NO _____
 Has an allegation of abuse and/or neglect ever been founded against you? YES _____ NO _____
 If so, please describe in full: *Please note that an affirmative answer does not necessarily mean immediate disqualification for the position available.*

POSITION DESIRED _____

SCHEDULE RESTRICTION *if any:* _____

FULL TIME _____ PART TIME _____ PER DIEM _____ TEMPORARY _____

If your application is considered favorably, on what date will you be available for work? _____

REFERRAL INFORMATION:
 How did you learn about us? (Please circle) Friend Relative Walk In Job Posting
 Advertisement (Specify) _____ Other (Specify) _____

Do you currently have relatives working at this organization? Yes _____ NO _____
 If so, please name: _____

Equal Employment Opportunity: Great Bay Services will not discriminate on the basis of age, race, color, sex, marital status, religion, familial status, sexual orientation, ancestry, national or ethnic origin, political affiliation, physical or mental disability, or veteran status in its employment practices including hiring, placement, upgrading, transfer or demotion, lay-off, termination, recruitment, advertising, treatment during employment, and compensation. Reasonable accommodation will be made for employees with disabilities pursuant to the Americans with Disabilities Act of 1993.

EMPLOYMENT HISTORY**LIST MOST RECENT POSITIONS FIRST**

<u>Employer</u>	Supervisor Name
Employer Address	Phone
Employer City/State/Zip	Dates of Employment: Start: End:
Reason for leaving:	
Position and Duties:	

<u>Employer</u>	Supervisor Name
Employer Address	Phone
Employer City/State/Zip	Dates of Employment: Start: End:
Reason for leaving:	
Position and Duties:	

<u>Employer</u>	Supervisor Name
Employer Address	Phone
Employer City/State/Zip	Dates of Employment: Start: End:
Reason for leaving:	
Position and Duties:	

<u>Employer</u>	Supervisor Name
Employer Address	Phone
Employer City/State/Zip	Dates of Employment: Start: End:
Reason for leaving:	
Position and Duties:	

(Please attach an additional sheet to list additional employers)

I hereby authorize past employers to provide to Great Bay Services any information available concerning my past or current employment with your organization. I release past employers and their representatives from any liability for damages arising from said information. I understand that this information is confidential between Great Bay Services and the above named organization

SIGNATURE of applicant: _____ Date: _____

Your name while employed at above (if different):

EDUCATION

School Name, City and State	Major	# Years Attended	Degrees Received (Note if diploma or GED Received)
HIGH SCHOOL			
COLLEGE			
GRADUATE			
OTHER			

LICENSE/CERTIFICATION/REGISTRATION

List title, expiration date, serial number and issuing state or agency. If pending, when expected?

List any training received, hobbies or special skills helpful to job being sought:

Have you ever had any experience with developmentally disabled or other human services type work?

YES _____ NO _____

If yes, how much? Describe responsibilities and the population you worked with:

OTHER REFERENCES

Name:	Phone #:	Email:
Address:	Relationship:	
Name:	Phone #:	Email:
Address:	Relationship:	
Name:	Phone #:	Email:
Address:	Relationship:	

What makes you a good candidate for this position?

In submitting this application I understand that:

Any offer of employment is conditional upon successful completion of criminal checks, driving record checks, Bureau of Elderly Adult Services (BEAS), a TB screening and a receipt of satisfactory references. Any material misrepresentation or omission of fact in this application or related documents submitted such as resume and reference letters, may result in rejection of my application or my dismissal at any time after I am hired. In connection with my application, I authorize Great Bay Services and any agent acting on their behalf, to conduct an inquiry of my record of any or all of my former and present employers, references, any and all educational institutions, including but not limited to any felony convictions or history of child/client abuse.

Moreover, I hereby release discharge Great Bay Services, its agents and all others from any liability for damages which may result from such investigation. **All responses are correct to the best of my knowledge.** I further understand that Great Bay Services is an “employment at will” employer and therefore my employment and compensation can be terminated at any time with or without cause, either at my option or at the option of Great Bay Services

Signature: _____

Date: _____