





**Skills and Qualifications** – Summarize any classes, special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

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**EDUCATIONAL BACKGROUND**

**A.** List last three (3) schools attended, starting with most recent. **B.** List number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** Major field of study. **E.** Minor field of study (if applicable).

A. School Attended	B. Number of years completed	C. Degree/Diploma	D. Major Studied	E. Minor Studied

**REFERENCES**

List name and telephone number of three business/work references that are *not* related to you and are previous supervisors. If not applicable, list three schools or personal references that are *not* related to you.

Name	Telephone	Years Known
	( )	
	( )	
	( )	

**ADDITIONAL INFORMATION**

List professional, trade, business, or civic associations and any offices held. *Exclude memberships that would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.*

Organization	Offices Held

Please list special accomplishments, publications, awards, etc. *Exclude information that would reveal sex, race, religion, national origin, age, color, disability or other similarly protected status.*

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List any additional information you would like us to consider.

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I understand if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give Downeast Community Partners the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in the application. I hereby release from liability Downeast Community Partners and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

Downeast Community Partners does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from Downeast Community Partners and still wish to be considered for employment, it will be necessary to fill out a new application. This application does not constitute an agreement, contract or guarantee of employment.

If I am hired, I understand Downeast Community Partners is an at-will employer. As such, I am free to resign at any time, with or without cause and with or without notice. Downeast Community Partners also reserves the same right to terminate my employment at any time, with or without cause and with or without notice, except as may be required by law.

I understand it is Downeast Community Partner's policy not to refuse to hire a qualified individual with a disability because of a need for a reasonable accommodation as required by the ADA.

I also understand if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify a representative of the Human Resource Department.