



# Downeast Community Partners

248 Bucksport Rd.  
Ellsworth, ME 04605  
(207) 664-2424

P.O. Box 648  
Ellsworth, ME 04605  
(207) 667-2995 Fax: (207) 667-2212

*Lifespan opportunities in Washington and Hancock Counties*

## Employment Application

### **PLEASE PRINT**

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Referral Source:  Newspaper Ad  Employee  Friend/Relative  Employment Agency  
 Walk-in  JobsInME.com  
 Other \_\_\_\_\_

Name of Source (if applicable) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
Last First Middle  
Street or Box # City State Zip

Physical Address (if different from above, not a P.O. Box #)  
\_\_\_\_\_ Street City State Zip

Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

If necessary, best time to call you at your home: \_\_\_\_\_ am/pm May we contact you at work?  Yes  No

If yes, work number \_\_\_\_\_ and best time to call: \_\_\_\_\_ am/pm

Have you submitted an application here before?  Yes  No If yes, when? \_\_\_\_\_

Have you ever volunteered or worked here before?  Yes  No If yes, when? From \_\_\_\_\_ To \_\_\_\_\_

Are you a current or former Head Start parent?  Yes  No

Are you legally eligible for employment in this country?  Yes  No

Some positions require employees to be at least 18 years of age. Do you meet this requirement?  Yes  No

Date available for work \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Temporary  Other

Will you travel if job requires it?  Yes  No

Will you work overtime if required?  Yes  No

If no, please explain \_\_\_\_\_

### **An Equal Opportunity/Affirmative Action Employer**

Downeast Community Partners (DCP) maintains a policy of non-discrimination in all employment actions, practices, procedures and conditions of employment.

DCP recognizes the essential rights of all individuals and provides equal employment and advancement opportunities to all employees without regard to race, color, religion, sex, gender, national origin, ancestry, age, physical or mental disability, sexual orientation, marital status, veteran status, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act or genetic information.

**EMPLOYMENT HISTORY**

Provide the following information for your past and current employer(s), assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below. **Please complete this section even if you are submitting a resume.**

Employment/Volunteer Information	Dates Employed		Summarize the type of work performed and job responsibilities
	From	To	
Employer: Telephone: ( )			
Address:	Hourly Rate/Salary Starting		
Job Title:	\$	Per	
Immediate Supervisor and Title:	Hourly Rate/Salary Final		
Reason for Leaving:	\$	Per	

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Immediate Supervisor and Title:	Hourly Rate/Salary Final		
Reason for Leaving:	\$	Per	

**Comments:** (including explanation of any gaps in employment) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 which 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.