



City of Saco, Maine

Parks & Recreation Department
 75 Franklin Street
 Saco, ME 04072

Telephone: (207) 283-3139
 E-mail: parksandrecjobs@sacomaine.org

APPLICATION FOR EMPLOYMENT (16MAY13)

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Parks & Recreation Office.

Position Applying For	Date of Application	Month	Day	Year
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Type of employment desired	Full Time	Part Time	Seasonal	Temporary
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Name	Last	First	Middle
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Address	Street	City	State	Zip Code
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Home Phone		Cell Phone	
E-Mail		Social Security #	

Drivers License #		State		Exp. Date		Class	
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Personal Information: (If you answer **YES** to any of the following questions, please explain below.)

Have you ever been convicted of any criminal offense other than minor traffic violations?	Yes	No
Are you related by blood or marriage to any person presently employed by the City? <i>Specify Name</i>	Yes	No
Have you ever been employed by the City of Saco? <i>Provide Title & Dates of Employment</i>	Yes	No
<i>Summer Positions Only:</i> Are there any dates you cannot work between June-August? <i>List & explain</i>	Yes	No

Personal Information: (If you answer **NO** to any of the following questions, please explain below.)

If you are under 16 and it is required, can you furnish a work permit?	Yes	No
Are you legally eligible for employment in this country?	Yes	No
Are you able to meet the attendance requirements of the position?	Yes	No
Will you work overtime or flexible schedule if required?	Yes	No

Education

Name & location of high school attended											
Highest Level Completed or Current Grade	8	9	10	11	12	13	14	15	16	MA	
College/Vocational School: Name & Location	Degree Received or Course of Study				Year or Expected Date of Graduation						

1. What skills or talents do you have that you feel would make you a valuable employee?

2. What experiences have you had to prepare you specifically for the job that you are applying for?

3. What career field(s) are you interested in?

4. Please check your areas of interest, hobbies, sports, or activities you are involved with.

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|--|---|---|---|
| <input type="checkbox"/> Big Brothers
Big Sisters | <input type="checkbox"/> Social/Political
Activism | <input type="checkbox"/> National Honor Society | <input type="checkbox"/> Student
Council/Government |
| <input type="checkbox"/> Boy Scouts
Girl Scouts | <input type="checkbox"/> Mountain/Road
Biking | <input type="checkbox"/> Cross Country Skiing/
Snowshoeing | <input type="checkbox"/> Community Service
INTERACT/KEY Club |
| <input type="checkbox"/> Hunting/Fishing | <input type="checkbox"/> Hiking/Camping | <input type="checkbox"/> Farming/Gardening | <input type="checkbox"/> Bird Watching |
| <input type="checkbox"/> Drawing/Painting | <input type="checkbox"/> Reading | <input type="checkbox"/> Anime/Comic Books | <input type="checkbox"/> Card/Board Games |
| <input type="checkbox"/> Cooking/Baking | <input type="checkbox"/> Sewing/Crafts | <input type="checkbox"/> Woodworking | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Church Groups | <input type="checkbox"/> Volunteering | <input type="checkbox"/> Babysitting | <input type="checkbox"/> Media/Film |
| <input type="checkbox"/> Fall Soccer | <input type="checkbox"/> Spring Soccer | <input type="checkbox"/> Competition Cheering | <input type="checkbox"/> Band |
| <input type="checkbox"/> Football | <input type="checkbox"/> Baseball/Softball | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Choir |
| <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Lacrosse | <input type="checkbox"/> Dance | <input type="checkbox"/> Musical Instrument |
| <input type="checkbox"/> Field Hockey | <input type="checkbox"/> Track & Field | <input type="checkbox"/> Basketball | <input type="checkbox"/> Drama Club |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Golf | <input type="checkbox"/> Surfing/Water Skiing | <input type="checkbox"/> Motor Sports |
| <input type="checkbox"/> Swim Team | <input type="checkbox"/> Tennis | <input type="checkbox"/> Skiing/Snowboarding | <input type="checkbox"/> Foreign Language |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Martial Arts | <input type="checkbox"/> Computers/Programming | <input type="checkbox"/> <u>OTHER-Please Specify</u> |

5. Please list any courses, training or certifications you have that pertain to the position you are applying.

6. After what date would you be available to meet in person for an interview?

7. What date are you available to begin work?

8. If applying for a seasonal position what is the last day you are available to work?

Employment History

From		Job Title	
To		Employer	
Address of Employer			
Duties of Position			
Supervisor's Name & Title			
Reason for Leaving			
May we contact this employer?		Phone #	
From		Job Title	
To		Employer	
Address of Employer			
Duties of Position			
Supervisor's Name & Title			
Reason for Leaving			
May we contact this employer?		Phone #	
From		Job Title	
To		Employer	
Address of Employer			
Duties of Position			
Supervisor's Name & Title			
Reason for Leaving			
May we contact this employer?		Phone #	

References

List three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Phone #	Years Known
Name	Phone #	Years Known
Name	Phone #	Years Known

Job Announcement Source

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Online	<input type="checkbox"/> Employee	<input type="checkbox"/> College Career Services
<input type="checkbox"/> Relative	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other	<input type="checkbox"/> Employment Agency
Name of Source			

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the City of Saco is true, complete and correct to the best of my knowledge.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the City of Saco’s employment whenever it is discovered.

I expressly authorize, with reservation, the City of Saco, its representatives, employees or agents, to contact and obtain information from all references (personal or professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the City of Saco, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporation for furnishing such information about me.

I understand that the City of Saco does not unlawfully discriminate in employment and not question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, and the City of Saco reserves the same right to terminate my employment at any time, with or without prior notice, except as may be required by federal and state law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the City of Saco is authorized to make any assurances to the contrary and that no applied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Administrator.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

If submitting this form electronically you can sign it at the time of your interview.

I certify that I have read, fully understand and accept all terms of the forgoing Applicant Statement.

Signature of Applicant	Date

----- **DO NOT WRITE BELOW THIS LINE** -----

Application Reviewed By		Date	
<input type="checkbox"/>			