



Employment Application

Date:			
Position Applied For		Date Available for Work	
Name (last) (first) (middle)		Telephone #	
Present Address (no., street, city and zip code)			
If hired, are you legally able to be employed in the USA and able to provide the proper documents?			
Were you ever previously employed by MCI?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dates	Supervisor's Name
List any friends or relatives working at MCI?	Name	Department	Position
Email address:			
How were you referred to MCI?	Advertisement (where)	Employee (who)	Other (specify)
Are you willing to work any day, shift, or hours assigned by MCI?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, what days or shifts are you not available?	
Military Service/Branch?	Highest Rank	Type of Discharge	
Are you a member of any reserve unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what unit, then briefly describe the nature of your duties.	
Do you have other employment, own or operate a business that would continue?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what are your hours, and the nature of your business?	
Do not disclose any arrest, detention or other disposition regarding any violation of law for which no conviction resulted:			
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain:			
<p>Maine Central Institute considers applicants for all positions without regard to race, color, religion, sex, sexual preference, national origin, age, marital status, veteran's status, or physical or mental disability. We offer reasonable accommodation to qualified persons with a disability.</p>			

Education

Education	Name & Location of School	Course of Study	Dates		Years Completed	Did you Graduate?	Degree Received
			From	To			
High School							
College/Univ.							
Technical School							

Employment History (Start with your present or last job, and list all employers during the past 15 years, or your last 4 employers, if over a longer period. Do not omit any employer or requested information within this period. If past employers know you by another name, please so indicate. (If you need additional space, continue on a separate sheet of paper.)

Employment History				
Dates Employed		Employer's Name & Address		
From	To			
1.	Starting Position	Supervisor's Name	Supervisor's Title	Telephone #
	Last Position	Describe Your Duties & Responsibilities		
		Reason for Leaving		

Dates Employed		Employer's Name & Address		
From	To			
2.	Starting Position	Supervisor's Name	Supervisor's Title	Telephone #
	Last Position	Describe Your Duties & Responsibilities		
		Reason for Leaving		

Dates Employed		Employer's Name & Address		
From	To			
3.	Starting Position	Supervisor's Name	Supervisor's Title	Telephone #
	Last Position	Describe Your Duties & Responsibilities		
		Reason for Leaving		

Dates Employed		Employer's Name & Address		
From	To			
4	Starting Position	Supervisor's Name	Supervisor's Title	Telephone #
	Last Position	Describe Your Duties & Responsibilities		
		Reason for Leaving		

Special Skills & Qualifications

Summarize special skills and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that answers given herein are true and complete. I authorize investigation of all statements in this application. I authorize Maine Central Institute to contact prior employers and references I have given. I release all such persons from liability to me for providing any opinions or information, to induce them to respond candidly to such inquiries.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. Accepting applications does not necessarily mean that current openings exist. All offers of employment are conditioned on the satisfactory outcome of a required criminal history back-ground and fingerprint check and any required job-related medical examination and/or inquiry, and upon the applicant being able to perform the essential functions of the position with or without reasonable accommodation.

The applicant understands that neither this application nor any offer of employment from the employer constitute an employment contract unless a specific written document to that effect is executed by the employer and employee. The applicant understands that employment at Maine Central Institute is terminable at will, with or without cause.

I understand that false or misleading information given or omissions in this form or in the application or interview process may result in denial of or termination from employment. I also understand that I am required to abide by all rules and policies of the employer, which it may change in its sole discretion.

Signature of Applicant

Date

DO NOT WRITE BELOW THIS LINE	
INTERVIEWED BY:	DATE:
REMARKS:	
DATE HIRED:	DEPARTMENT:
SALARY/WAGE	FULL TIME OR PART TIME?