

# FRYEBURG ACADEMY

## EMPLOYMENT APPLICATION

Position applying for: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

I am legally eligible for employment in the U.S.:  Yes  No

If necessary for the job, do you have a valid driver's license?  
 No  Yes, issuing state and license number: \_\_\_\_\_

List the most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here or on an extra sheet of paper if necessary.

Check here if you are submitting a resume which includes your employment history. Skip to the next section.

Employer Name:	Position Title / Duties, Skills:	Start Date:	End Date:
Address:		Reason for Leaving:	
Supervisor:		Phone:	
Employer Name:	Position Title / Duties, Skills:	Start Date:	End Date:
Address:		Reason for Leaving:	
Supervisor:		Phone:	
Employer Name:	Position Title / Duties, Skills:	Start Date:	End Date:
Address:		Reason for Leaving:	
Supervisor:		Phone:	
Employer Name:	Position Title / Duties, Skills:	Start Date:	End Date:
Address:		Reason for Leaving:	
Supervisor:		Phone:	
Employer Name:	Position Title / Duties, Skills:	Start Date:	End Date:
Address:		Reason for Leaving:	
Supervisor:		Phone:	

APPLICANT INFORMATION

EMPLOYMENT HISTORY

Please list your education:

	Institution Name	Years Completed	Field of Study	Graduate or Degree
High School				
College /University				
Business/Technical				
Additional				

Are you a veteran?  Yes  No

Duty/Specialized Training: \_\_\_\_\_  
\_\_\_\_\_

Professional licenses, certifications, or registrations:

Additional skills or other qualifications such as special abilities, other languages, or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

List three professional references:

1. Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Occupation \_\_\_\_\_ Years Known \_\_\_\_\_
2. Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Occupation \_\_\_\_\_ Years Known \_\_\_\_\_
3. Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

**INFORMATION FOR THE APPLICANT:** As part of our procedure for processing your employment application, your personal and employment references may be checked. If information is received from any consumer reporting agency, you have rights under the Fair Credit Reporting Act regarding access to said information. **All Fryeburg Academy employees must have Maine Department of Education Criminal History Record Check approval.**

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should my application contain any false or misleading information, or I have omitted any facts, my application may be rejected or my employment with Fryeburg Academy terminated.

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

\_\_\_\_\_  
Date

**Equal Employment Opportunity:** While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.