

M-NASR

Maine-Niles Association of Special Recreation

Application for Employment

ARE YOU 16 YEARS OF AGE OR OLDER? Yes No

If YES, Please complete the employment application. (If you are under 18 years of age you will need to provide proof of age).

If No, Please do not complete the employment application (M-NASR does not hire employees less than 16 years of age).

M-NASR prohibits discrimination in employment because of race, color, sex, religion, age, national origin, disability, citizenship status, participation in military service or any other unlawful basis in accordance with all applicable federal and state laws. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the association.

PERSONAL INFORMATION					
Name _____					
Last	First	Middle	Social Security Number	Other names that you have used	
Address _____					
Number	Street	City	State	Zip Code	
Home Telephone Number (____) _____			Alternative Telephone Number (____) _____		
Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No					
POSITION DESIRED					
What kind of position are you applying for? _____					
What type of employment do you want? <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary					
What are the two (2) most important factors to you in choosing a job? 1. _____					
What are your wage expectations per hour? \$ _____ 2. _____					
WORK SCHEDULE					
What is the minimum (fewest) number of hours you would consider acceptable? _____ Per Week _____ Per Day					
Can you work a flexible schedule? (Days and number of hours scheduled are different every week) <input type="checkbox"/> Yes <input type="checkbox"/> No					
What schedule are you available to work? (Time- Includes AM or PM)					
Sunday	From: _____	To: _____	Monday	From: _____	To: _____
Tuesday	From: _____	To: _____	Wednesday	From: _____	To: _____
Thursday	From: _____	To: _____	Friday	From: _____	To: _____
Saturday	From: _____	To: _____			
OTHER INFORMATION					
Have you been convicted of a crime (other than minor traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No			List all convictions showing offenses and date:		
Have you ever been terminated from a job or been asked to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, list dates and explain:		
Do you have transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Can you perform the essential functions of the job for which you are applying with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Special licenses/certificates earned: _____					
Have you ever worked for M-NASR? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, when? _____	
Do you have any relatives working for M-NASR? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, whom? _____	
Special Skills/Qualifications:					

EMPLOYMENT HISTORY

Begin with your current or most recent position and include military service, full time jobs, part time jobs, and self employment.

NOTE: Even if we have your resume, please complete the WORK HISTORY in detail.

May we contact your present employer? Yes No

Company:	Telephone Number:	Position Held:
Address:	Duties	
Dates Employed:	Supervisor:	Supervisor's Title:
Reason for Leaving:		Earnings (Starting/Ending):
Company:	Telephone Number:	Position Held:
Address:	Duties	
Dates Employed:	Supervisor:	Supervisor's Title:
Reason for Leaving:		Earnings (Starting/Ending):
Company:	Telephone Number:	Position Held:
Address:	Duties:	
Dates Employed:	Supervisor:	Supervisor's Title:
Reason for Leaving:		Earnings (Starting/Ending):

EDUCATION

High School (or G.E.D): (name and address)	GPA:	Graduate? ___ Yes ___ No	Major course of study:
College: (name and address)	GPA:	Graduate? ___ Yes ___ No	Major course of study:
Graduate School: (name and address)	GPA:	Graduate? ___ Yes ___ No	Major course of study:
Have you taken any other specialized courses/seminars? ___ Yes ___ No	If yes, please describe:		

CHARACTER REFERENCES: Give three (3) references who are not relatives or former employers

Name: _____	Occupation: _____	Years Known: _____	Telephone Number: _____
Name: _____	Occupation: _____	Years Known: _____	Telephone Number: _____
Name: _____	Occupation: _____	Years Known: _____	Telephone Number: _____

EMERGENCY INFORMATION *In case of an emergency Please notify:*

Name _____ <small>Last First Middle</small>	Telephone Number <u>()</u> _____ <small>Area Code Number</small>	Relationship _____
Address _____ <small>Number Street City State Zip Code</small>		

ACKNOWLEDGEMENT

I authorize M-NASR to verify my past employment and education, criminal records, credit history, motor vehicle records, personal references, and other job related data provided on this application or via the interview process. I authorize the appropriate individuals, companies, institutions, or agencies to release information and I release them from any liability as a result of such inquiries or disclosures. I understand that false or misleading statements on this application or concealment of requested facts may be considered cause for disqualification or termination.

I understand that nothing in this employment application, in M-NASR's statements or personnel guidelines or in my communications with and M-NASR official is intended to create an employment contract between M-NASR and me. I also understand that M-NASR has the right to modify its policies without giving me any notice of the change(s). I understand that if any employment relationship is established, I have the right to terminate my employment at any time. I also understand that M-NSAR retains the right to terminate my employment at any time.

NAME (print) _____ SIGNATURE: _____ DATE: _____