

APPLICATION FOR EMPLOYMENT

Mail To:

Human Resources Department

P.O. Box 586

Biddeford, ME 04005

(207) 286-0593

(207) 571-0674 (fax)

Email: EMPLOYMENT@BIDDEFORDMAINE.ORG

WWW.BIDDEFORDMAINE.ORG

Thank you for your interest in employment with the City of Biddeford. The following information is provided to assist you in completing the application.

The City of Biddeford is an Equal Opportunity/Affirmative Action Employer. It is our policy to recruit, hire, promote and develop qualified persons without regard to race, sex, religion, national origin, age or disability, veteran status, ancestry, sexual orientation or any other basis prohibited by law.

The City of Biddeford retains Applications for Employment for two (2) years from the date they are received. However, applications are actively viewed for six (6) months from the date received.

Position Applied For: _____

Name: _____

Last

First

Middle

Legal Address: _____

Street

City

State

Zip

Mailing Address: _____

Street /PO Box

City

State

Zip

Home Phone: _____

Work Phone: _____

Message Contact: _____

Name

Address

Phone

EDUCATION

Do you have a high school diploma or equivalent? (GED) <input type="checkbox"/> yes <input type="checkbox"/> no	Circle the highest grade completed – not including college. 1 2 3 4 5 6 7 8 9 10 11 12
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Special Training or Education beyond High School

Name of School/Location	Major Course	Credit Hours Completed	Type of Degree/ Date Received

EMPLOYMENT HISTORY

In the spaces below, list the specific tasks and responsibilities included in your work history, beginning with your most recent employment. If you have a long history of employment, be sure to list those jobs which best relate to the position for which you are applying. Employment verifications may be made regarding your experience. Please note if you do not want your present employer contacted. Use additional pages as necessary.

Starting Date:	Ending Date:	Starting Salary:	Ending Salary:	Hours per week:
Your Title:			May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no	
Present or Last Employer: Name/Address & Phone:			Supervisor - Name & Title:	
Reason for leaving:				
Duties (be specific):				

Starting Date:	Ending Date:	Starting Salary:	Ending Salary:	Hours per week:
Your Title:			May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no	
Present or Last Employer: Name/Address & Phone:			Supervisor - Name & Title:	
Reason for leaving:				
Duties (be specific):				

Starting Date:	Ending Date:	Starting Salary:	Ending Salary:	Hours per week:
Your Title:		May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no		
Present or Last Employer: Name/Address & Phone:		Supervisor - Name & Title:		
Reason for leaving:				
Duties (be specific):				

- **Please explain any gaps in your work history:**

- **List any experiences and/or skills that you feel would especially qualify you for this position.**

- **List any Professional registrations, journey-level licenses or other occupational certificates (furnish number if applicable):**

- **List related seminars or training (excluding formal education):**

- **List Membership in any technical/professional association:**

- **Do you hold a valid Maine Driver's License? Which class? Number?**

- **Have you ever been convicted of a felony?**

Employment references

(Include individuals who are qualified to evaluate your capabilities. Do not include relatives)

Name	Address	City	State	Phone

Signature of Applicant

I certify that all information given on this application is true, correct and complete to the best of my knowledge. I also certify that I have accounted for all of my work experience and training on this application, and that I have not knowingly withheld any fact or circumstance, which would, if disclosed, affect my application unfavorably.

The City of Biddeford is hereby authorized to conduct an investigation of my employment, educational or background history through any investigative agencies or bureau of its choice. I release all relevant parties from all liability of any damages resulting from furnishing such information.

If employed by the City of Biddeford, I agree to abide by its rules and regulations. I understand that discovery of misrepresentation or omission of facts herein will make me ineligible for employment or be cause for immediate dismissal. I agree to furnish additional information as may be required to complete my employment file. I understand that operating conditions may require me to temporarily and/or regularly work shifts other than the one for which I am applying and I agree to such scheduling changes as directed by my supervisor.

I also understand that my employment may be subject to the successful completion of an employment physical examination, and that my continued employment may be conditioned upon satisfactorily continuing to meet job-related physical and mental requirements. If requested, I agree to submit to a job-related physical examination and/or a drug and/or alcohol screen, performed by a qualified medical person of the City of Biddeford's choice. Such exam shall be paid for by the City of Biddeford. I also agree that all information concerning said physical examination and/or drug and/or alcohol screen; can be supplied to the City of Biddeford, or an authorized agent of this municipality, upon their request.

I further understand that this is an application for employment and that no employment contract, either express or implied, is being offered. I also understand that if employed, such employment is for an indefinite period and can be terminated at will by either party, with or without notice, at any time, for any or no reason, within the probationary period.

Date:

Signature of Applicant:

Equal Employment Opportunity Statement

The City of Biddeford is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees and applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This data is for periodic government reporting and will be kept in a **Confidential File** separate from the Application for Employment.

Date: _____ Position applied for: _____

Name: _____ Age: _____

Sex: female Male

Race: African American
 Hispanic
 Asian American/Pacific Islander
 Caucasian
 Other _____

How were you informed of this opening?

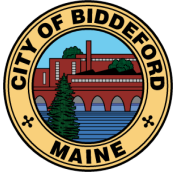
- I am currently employed with the City of Biddeford
 Walk-in
 Newspaper/Magazine Ad
 College Placement Office
 Private Placement Service
 Department of Employment
 Job Interest Card Other _____

Maine law provides veterans preference to State residents who have been in active service of the United States during a RECOGNIZED WAR PERIOD as defined by federal law and providing required documentation.

Recognized War Periods	
World War II	12/07/41 to 12/31/46
Korean Conflict	06/27/50 to 01/31/55
Vietnam War	08/05/64 to 05/07/75
Persian Gulf War	08/02/90 to {Date not yet proclaimed}

To receive consideration for veterans' preference, you MUST complete the following checklist and submit all necessary documents:

ALL VETERANS-COMplete #2
1. You must submit a DD-214 form or, if currently enlisted, military enlistment papers.
2. I have served during a recognized war period.... <input type="checkbox"/> yes <input type="checkbox"/> no Dates of service from _____ to _____ Service Branch _____
DISABLED VETERANS
3. You must submit a current VA certification letter (dated within the last 12 months)
SPOUSES OF DISABLED VETERANS-COMplete 5-7
4. If you are the spouse of a disabled war veteran claiming veterans' preference, you must submit a letter from a physician verifying the veteran is unable to perform the work for which you are applying.
5. Are you divorced from the veteran? <input type="checkbox"/> yes <input type="checkbox"/> no
6. Is the veteran deceased? <input type="checkbox"/> yes <input type="checkbox"/> no
7. Have you remarried? <input type="checkbox"/> yes <input type="checkbox"/> no



Employee Expectations

Working for Biddeford is an opportunity to make this special place better. Citizens love their hometown and you are given the remarkable responsibility to protect and enhance those positive feelings. As an employee of the City of Biddeford, you will be competitively compensated for your contributions. While you will not become rich financially, you will be richly rewarded with the intrinsic feeling of making our community a better place. You are expected to make a difference in the lives of each and every citizen.

To make that difference, each employee is expected to maintain the highest ethical and morale standards. You are expected to take ownership and personal responsibility for all commitments to our citizens and to fellow employees. Residents and businesses pay for your services directly through property taxes and other fees. Servicing them honestly, effectively and professionally is required. Embracing the rules and regulations, set forth for the organization, not simply complying is the key to your future with the City.

To be successful in our organization, you shall:

ATTITUDE

- Always have the best interest of the City and your fellow employees in mind
- Demonstrate poise, maturity, a positive attitude & self confidence in the accomplishment of tasks and communication with others
- Value the unity of our organization, take care of one another
- Maintain a positive, well balanced work environment
- Be willing to learn new functions of your job and be enthusiastic about being part of a great organization!

PROFESSIONAL CONDUCT

- Treat customers, clients, coworkers and vendors with patience, respect, and consideration
- Communicate openly with supervisors, managers, and coworkers
- Constructive criticism is given to improve job performance. Listen and learn from the input shared with you
- Be discreet with personal information

TEAMWORK

- Apply problem-solving techniques and brainstorm possibilities - be creative!
- Each individual is expected to contribute team spirit to the workplace and improve morale
- City employees are expected to be individual performers as well as team players. While individuals perform, it is a highly functioning team that works together
- Great ideas and contributions are produced from all levels of the organization

INITIATIVE

- Anticipate and complete projects in a comprehensive manner to provide a high quality service
- Aggressively promote and enhance the image of Biddeford
- Be dependable and punctual, if you will be late or absent let your supervisor know
- Employees of the City are hired to meet the needs of our customers, not just to perform specific job tasks. Employees need to understand that every job that is performed must be dedicated to providing a quality product and service to the City's customers.