



Northern Maine
Community College
33 Edgemont Drive
Presque Isle, ME 04769
www.nmcc.edu

EMPLOYMENT APPLICATION

Please print all information.

MAINE COMMUNITY COLLEGE SYSTEM

Today's Date:

PERSONAL

Name:		<i>Last</i>	<i>First</i>	<i>Middle</i>	<i>Other Name(s) Used for Employment</i>
Address:				Phone: Home () Work ()	
City, State, Zip:				Social Security No:	
Previous Maine Community College System Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No				Position Desired:	
If Yes, When?		Department:		Availability — Date:	
Type of work you are seeking: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time				Weekend/Shift Work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Part-Time, days & hours available:					

REFERRAL SOURCE

- Advertisement
 Agency
 Friend
 Relative
 Walk-in
 Internal Posting
 Other

WORK ELIGIBILITY

- Do you have the legal right to work in the United States? Yes No
 Can you verify your legal right to work in the United States by providing a birth certificate, proof of citizenship or other authorization? Yes No

EMPLOYMENT

Start with current or most recent employer. Please give complete information for Full-Time, Part-Time and Military Positions, even if resume is attached.

1	Employed (State Month & Year)	Employer	Address	City, State, Zip
	From	To		
	Salary <input type="checkbox"/> Weekly <input type="checkbox"/> Annual	Supervisor — Name, Title and Phone No.	Reason for leaving	
	Start	End		
Job Titles and Duties:				
2	Employed (State Month & Year)	Employer	Address	City, State, Zip
	From	To		
	Salary <input type="checkbox"/> Weekly <input type="checkbox"/> Annual	Supervisor — Name, Title and Phone No.	Reason for leaving	
	Start	End		
Job Titles and Duties:				

EMPLOYMENT CON'T

Start with current or most recent employer. Please give complete information for Full-Time, Part-Time and Military Positions, even if resume is attached.

3	Employed (State Month & Year)	Employer	Address	City, State, Zip
	From _____ To _____			
	Salary <input type="checkbox"/> Weekly <input type="checkbox"/> Annual	Supervisor — Name, Title and Phone No.	Reason for leaving	
	Start _____ End _____			
Job Titles and Duties:				

4	Employed (State Month & Year)	Employer	Address	City, State, Zip
	From _____ To _____			
	Salary <input type="checkbox"/> Weekly <input type="checkbox"/> Annual	Supervisor — Name, Title and Phone No.	Reason for leaving	
	Start _____ End _____			
Job Titles and Duties:				

EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	DATES		COURSE OF STUDY	DID YOU GRADUATE?	DEGREE/ DIPLOMA HELD
		FROM MO/YR	TO MO/YR			
High School						
College						
Graduate						
Tech/Trade						
Other						

Licenses/Certifications:
Relevant/Specialized Training:

SKILLS/QUALIFICATIONS

Complete information for job-related skills only

Computers:	Type of Equipment		
Software:	Spreadsheet	Word Processing	
	Statistical	Database	
	Programming languages		
Typing: WPM	Physical Plant — List Craft Skills:		
Other applicable skills:			

ADDITIONAL QUESTIONS

<p>Do you have a current ME driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If under 16, a work permit must be issued through local school district.</p> <p>Have you ever been disciplined by a professional or licensing board? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Have you ever resigned from a prior employment or volunteer position after a complaint has been received against you or your conduct was under investigation or review? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever been dismissed or discharged for misconduct from an employment or volunteer position? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever been convicted of or entered a plea of guilty or no contest to, a crime other than a minor traffic offense? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide date, offense and disposition</p> <p>Disclosures to these questions are not necessarily a bar to employment.</p>
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REFERENCES

Please complete information for three professional references, excluding relatives.

Name	Address	Office Phone	Home Phone	Relationship

APPLICANT STATEMENT

- I certify that the information provided on this application (and accompanying resume, if applicable) is true and complete to the best of my knowledge.
- I authorize investigation of all statements contained herein and the contacting of references and previous employers. I release such persons and all parties from liability for communications involving my potential employment.
- I understand that my application for employment with the Maine Community College System ("MCCS") may be subject to public disclosure.
- I understand that neither this application nor any offer of employment from the MCCS constitute an employment contract unless a specific document to that effect is executed in writing by both the MCCS and me.
- I understand that if employed, my employment is for no specified period of time and may be ended by either myself or by the MCCS at any time.
- If employed, I understand that false or misleading information provided in my application, resume or interview(s) may result in immediate discharge.
- I agree to abide by all rules and regulations of the MCCS.

Signature

Date

Northern Maine Community College is an equal opportunity/affirmative action institution and employer.
For more information, please call (207) 768-2795.