

Employment Application

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Instructions: Must be at least 16 years old or have a valid work permit to apply. Please complete the following application form and send, along with a letter of interest, to kristin@midcoastconservancy.org or Midcoast Conservancy, PO Box 439, Edgecomb, ME 04556. Electronic applications are preferred.

Position applied for: _____ **Date of application:** _____

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Address: _____
Street **City/Town** **State** **Zip**

Email: _____

Phone: _____
Home **Cell**

Have you been convicted of a felony within the last five years? Yes _____ No _____
If yes, please explain:

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? Yes _____ No _____
Proof of citizenship or immigration status will be required upon employment.

Availability

Days available to work (check): Mon Tues Wed Thurs Fri Sat Sun

Hours generally available: From _____ To _____

What date are you available to start work? _____

How late in the summer are you available to work? _____

Are there any dates, including holidays, when you will not be available?

Education

1. Highest grade completed (check or circle): 10th 11th 12th

2. Number of years post high school education _____ Degrees: _____

Name and location of last school attended _____ Dates attended _____

Employment History

Please list your most recent job first

Job Title: _____ **Employer:** _____

Dates of employment: _____ Address: _____

Supervisor: _____ Phone: _____ Email: _____

Wage: _____ Reason for leaving: _____

Responsibilities: _____

Job Title: _____ **Employer:** _____

Dates of employment: _____ Address: _____

Supervisor: _____ Phone: _____ Email: _____

Wage: _____ Reason for leaving: _____

Responsibilities: _____

Job Title: _____ **Employer:** _____

Dates of employment: _____ Address: _____

Supervisor: _____ Phone: _____ Email: _____

Wage: _____ Reason for leaving: _____

Responsibilities: _____

Skills and Qualifications

(licenses, skills, trainings, awards, etc.)

References

List names, addresses, and relationships of three people not related to you who know your qualifications.

Name	Address	Phone	Relationship

Certification: I hereby certify that all information contained in the application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above and consent to all references, former employers and educational institutions listed being contacted regarding this application.

Signature: _____ Date: _____