

Please mail or bring your completed application to:

Town of Buxton
 Buxton Municipal Office
 185 Portland Road
 Buxton, ME. 04093

Resumes may be attached, but will not be accepted in lieu of a completed application.

Job Data			
Job Title:		Date you will be available for employment:	
Job Posting No:			
Personal Data			
Name: Last:		First:	Middle:
Address:			
City:		State:	Zip:
Phone#	Days:	Evenings:	Alternate:
All applicants who are offered employment must provide documents, which establish their identity and employment eligibility for authorization to work in the U.S. Do you have a legal right to work in the U.S.? Yes No			
Date of Birth (if less than 18):			
Have you ever worked or volunteered for the Municipality?		Yes	No
If yes, please give dates:			
Do you have any relatives employed with the Municipality?		Yes	No
If yes, please list:			
Name	Division	Relationship	
Name	Division	Relationship	
Name	Division	Relationship	
Driver's License No. & State:		Class:	Expiration:
Have you had any traffic convictions or accidents in the last three years?		Yes	No
If yes, please list:			
Conviction or Accident		Date	
Conviction or Accident		Date	
Conviction or Accident		Date	
Conviction or Accident		Date	
Commercial Driver's License No. & State:		Class:	Endorsements: Expires:
Please list other names you have used:			
Have you been convicted of any crime? Yes No If yes, please give details including dates, charges, and disposition. Convictions are not an absolute bar to employment. Consideration is given to the offense and its relationship to the position for which you are applying.			

Education (complete this application in its entirety, incomplete applications will not be accepted. Resumes may be attached, but will not be accepted in lieu of a completed application.)

Did you graduate from High School or do you have a G.E.D.? Yes No High School Name:

Location:

Name of School, College(s) or University	Major	Credit Hours	Degree*

*proof of degrees from college/University obtained will be required upon hire.

Name of Trade/Technical/Business

Or Other School(s) Attended	Course of Study	Diploma

List other licenses held (date & #), professional registrations (date), certificates and professional memberships:

Skills Overview

Approximate Typing Speed in words per minute:

List computer software with which you are familiar:

Fluent in a language other than English:	Language(s):	Speak:	Read:	Write:
Yes No				

Please summarize relevant skills and experience that exemplify you qualifications for the above position:

Tools and machines you can use and operate:

Light or heavy motor vehicle equipment you can operate:

Summarize Volunteer Services work including dates:

Summarize Leadership Roles:

Employment History (complete this application in its entirety, incomplete applications will not be accepted. Resumes may be attached, but will not be accepted in lieu of a completed application.)

Current or most recent employer: Phone:

Address:

Your Title:

Employment Dates From: To:

Supervisor's Name/Title:

Starting Salary: Present/Ending salary: Hours per week:

Work Performed:

Reason for leaving:

May we contact this employer if you are considered for the position? Yes No

Employer: Phone:

Address:

Your Title:

Employment Dates From: To:

Supervisor's Name/Title:

Starting Salary: Present/Ending salary: Hours per week:

Work Performed:

Reason for leaving:

May we contact this employer if you are considered for the position? Yes No

Employer: Phone:

Address:

Your Title:

Employment Dates From: To:

Supervisor's Name/Title:

Starting Salary: Present/Ending salary: Hours per week:

Work Performed:

Reason for leaving:

May we contact this employer if you are considered for the position? Yes No

Employment History continued: (complete this application in its entirety, incomplete applications will not be accepted. Resumes may be attached, but will not be accepted in lieu of a completed application.)		
Current or most recent employer:	Phone:	
Address:		
Your Title:		
Employment Dates	From:	To:
Supervisor's Name/Title:		
Starting Salary:	Present/Ending salary:	Hours per week:
Work Performed:		
Reason for leaving:		
May we contact this employer if you are considered for the position?	Yes	No
Current or most recent employer:	Phone:	
Address:		
Your Title:		
Employment Dates	From:	To:
Supervisor's Name/Title:		
Starting Salary:	Present/Ending salary:	Hours per week:
Work Performed:		
Reason for leaving:		
May we contact this employer if you are considered for the position?	Yes	No
Military Service		
Have you ever served on active duty in the U.S. armed forces:	Yes	No
Dates: From:	To:	
Branch:		
Primary Duties:		

Name: _____ Date: _____