



# Town of Thomaston

## Employment Application

Please mail or bring your completed application to:  
**Thomaston Town Office**  
**13 Valley St**  
**Thomaston, ME 04861**

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

### APPLICANT INFORMATION

<b>NAME:</b> Last:	First:	Middle:
Name(s) used previously:		
<b>ADDRESS:</b>		
City:	State:	Zip Code:
<b>PHONE #:</b> Day:	Night:	Cell:
<b>EMAIL ADDRESS:</b>		
<b>POSITION YOU ARE APPLYING FOR:</b>		
<b>DRIVER'S LICENSE # &amp; STATE OF ISSUANCE:</b>	<b>CLASS:</b>	<b>EXPIRATION DATE:</b>
Commercial license endorsements:		
<b>WORK SCHEDULE AVAILABILITY:</b> <input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to travel if the job requires it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>HAVE YOU EVER WORKED FOR THE TOWN OF THOMASTON PREVIOUSLY?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please list date(s) and job title:		
<b>DO YOU HAVE ANY RELATIVES EMPLOYED BY THE TOWN OF THOMASTON?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered Yes, please list:		
Name:	Department:	Relationship:
Name:	Department:	Relationship:

### EDUCATION

\*Proof of education may be required upon hire.

<b>ARE YOU A HIGH SCHOOL GRADUATE OR DO YOU HAVE A GED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>HIGH SCHOOL NAME:</b>		
	<b>LOCATION:</b>		
<b>Name of School, College(s), or University:</b>	<b>Major:</b>	<b>Credit Hours:</b>	<b>Degrees:</b>
<b>NAME OF TRADE/TECHNICAL/OTHER SCHOOLS ATTENDED:</b>	<b>Course of Study:</b>	<b>Diploma:</b>	

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

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List Honors, Awards, & Fellowships:

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## SKILLS OVERVIEW

Are you competent with the use of fax machines, multi-line telephone systems, and filing?  Yes  No

Are you competent with the use of email systems?  Yes  No

Please list computer software/programs with which you are competent:

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What is your approximate typing speed (words per minute)?:

Are you fluent in languages other than English?  Yes  No

If yes, please list additional languages:

Please summarize relevant skills and experience that exemplify your qualifications for the position you are applying for:

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Tools and machines you can use and operate:

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Light or heavy motor vehicle equipment you can operate:

--

Summarize volunteer services work, including dates:

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Summarize Leadership Roles:

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## EMPLOYMENT HISTORY

CURRENT OR MOST RECENT EMPLOYER:

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EMPLOYER ADDRESS:

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EMPLOYER PHONE NUMBER:

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EMPLOYMENT DATES: Start Date:

End Date:

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JOB TITLE:

--

WORK PERFORMED:

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SUPERVISOR'S NAME/TITLE:

CONTACT INFORMATION:

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REASON FOR LEAVING:

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<b>EMPLOYER:</b>	
<b>EMPLOYER ADDRESS:</b>	
<b>EMPLOYER PHONE NUMBER:</b>	
<b>EMPLOYMENT DATES:</b> Start Date:	End Date:
<b>JOB TITLE:</b>	
<b>WORK PERFORMED:</b>	
<b>SUPERVISOR'S NAME/TITLE:</b>	<b>CONTACT INFORMATION:</b>
<b>REASON FOR LEAVING:</b>	
May we contact this employer if you are considered for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>EMPLOYER:</b>	
<b>EMPLOYER ADDRESS:</b>	
<b>EMPLOYER PHONE NUMBER:</b>	
<b>EMPLOYMENT DATES:</b> Start Date:	End Date:
<b>JOB TITLE:</b>	
<b>WORK PERFORMED:</b>	
<b>SUPERVISOR'S NAME/TITLE:</b>	<b>CONTACT INFORMATION:</b>
<b>REASON FOR LEAVING:</b>	
May we contact this employer if you are considered for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>MILITARY SERVICE</b>	
HAVE YOU EVER SERVED ON ACTIVE DUTY IN THE U.S. ARMED FORCES?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>DATES SERVED:</b> Start Date:	End Date:
<b>BRANCH:</b>	
<b>PRIMARY DUTIES:</b>	
May we contact this employer if you are considered for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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## REFERENCES

NAME:	CONTACT INFORMATION:	RELATIONSHIP:

The Town of Thomaston is an Equal Opportunity Employer. This statement of policy means the Town is committed to providing equal employment opportunity for the participation of all qualified persons in the job classifications without regard to race, color, sex, marital status, age, religion, national or ethnic origin, physical or mental disability, veteran status, sexual orientation, gender identification, or any other protected class under federal and/or state law.

### **Applicant's Statement**

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Town of Thomaston.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Today's Date

**FOR TOWN MANAGER'S USE ONLY**

**SCHEDULE INTERVIEW:**  Yes  No

**REMARKS:**

**INTERVIEWER:**

**DATE OF INTERVIEW:**

**EMPLOYED:**  Yes  No **DATE OF EMPLOYMENT:**

**EMPLOYED BY (NAME/TITLE):**

**JOB TITLE:**

**DEPARTMENT:**

**HOURLY RATE/SALARY:**

**NOTES:**