



Northern Maine General

Providing Social Services in Aroostook County Since 1907.

Please print application and mail or fax to:

**Northern Maine General
Employment Application
PO Box 310
5 Carter Street, B310
Eagle Lake, ME 04739**

Fax: (207) 444-6099



For Internal Use Only
Applicant ID _____
Date Rec'd _____
Interview Date _____
Dept # or Facility _____

NORTHERN MAINE GENERAL APPLICATION FOR EMPLOYMENT

PLEASE READ THIS APPLICATION THOROUGHLY AND COMPLETE IT HONESTLY. NORTHERN MAINE GENERAL PERFORMS A DETAILED BACKGROUND INVESTIGATION ON ALL FINAL CANDIDATES.

IMPORTANT NOTICE: Northern Maine General is an equal opportunity employer and will not discriminate against any employee or applicant for employment in any manner prohibited by law. If you feel you have been unfairly treated or discriminated against for any reason, please call this to the attention of Jocelyn Haley, Equal Opportunity Officer (EOO), so that we may address your concerns.

Employment is conditioned on the successful completion of the screening process (interviews, background checks, reference checks). By signing this application, I represent that the information provided in this form is given voluntarily and may be used in filing reports required by state and federal governments and agencies and for any other purpose not prohibited by law.

EMPLOYMENT INFORMATION

1. Position applying for _____ Facility/Program _____
(one per application)
Type of employment desired? Full Time Part Time Temporary
NMG
How were you referred to NMG? Circle one Newspaper Website Career Fair
Referred by NMG Employee: _____
Other Referral Source: _____

PERSONAL DATA

2. Applicant's Full Name (First, Middle, Last) _____
3. Physical Address _____
Mailing Address (if different) _____
City/State/Zip Code _____
4. Home Telephone Number _____ Alternate Telephone/Pager # _____
May we contact you at work? Yes No. If yes, please provide your work
telephone number _____
When is the best time to contact you at work? _____ At home? _____
Email Address: _____
5. Can you, after employment, submit verification of your legal right to work in the United States?
 Yes No

BACKGROUND DATA

6. Have you ever been convicted of a crime, had a criminal charge filed, or pled nolo contendere to a crime? ___ Yes* ___ No. If yes, please state the circumstances with regard to each (Please ask for additional paper if you need more space.)

***NOTE:** Answering “Yes” to this question may not necessarily disqualify you from the position desired. Each action and explanation will be weighed/considered in relationship to the position for which you are applying.

7. Have you filled out an application here before? ___ Yes. ___ No.
If yes, give date(s) _____

8. Have you been employed by Northern Maine General (any division) before?
___ Yes. ___ No.

If so, please set forth all positions held, dates of employment in each division, and reason(s) for leaving.

9. Names of relatives employed by Northern Maine General (all divisions). _____

10. If employed by us, will you be providing services for any other employer or entity at the same time?
___ Yes. ___ No.

OTHER QUALIFICATIONS/SKILLS

11. U.S. Military Service – list branch, rank attained, dates of service and work or experience you feel adds to qualifications for the position sought. _____

12. Please describe any other experience, abilities, skills or credentials which you feel add to your qualifications for the position sought with us:

EMPLOYMENT HISTORY

13. Please list your past three work experiences, beginning with your most recent employment (starting with your current employer).

Dates (Mo. and Yr.)	Employer and Phone No.	Address	Positions Held; Describe Duties	For each position held, list name and phone number of each supervisor	Reason for leaving (If you quit, say why. If terminated, say what reasons you were given.)
From: To:					
From: To:					
From: To:					

14. EDUCATION

	Name and Address of School	Course of Study	No. of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

ADDITIONAL INFORMATION

15. State the number of times you were absent from work during the last 24 months for reasons unrelated to a disability, your own serious health condition or to care for one of your children, your spouse, or a parent with a serious health condition? _____. During the last 12 months? _____.
16. State the number of times you were late arriving to work for reasons unrelated to a disability, your own serious health condition or to care for one of your children, your spouse, or a parent with a serious health condition during the last 24 months? _____. During the last 12 months? _____.
17. How many times were you disciplined at work during the last 24 months? _____. During the last 12 months? _____. By whom were you disciplined and what was the reason given for each disciplinary action? (Please request additional paper if you need more space to answer this question.)

Was the discipline justified on each occasion? ___ Yes. ___ No.
 If not, as to each occasion you believe the discipline was not justified, please explain. (Please request additional paper if you need more space to answer this question.)

18. Please explain, in your own words, why you want to work at Northern Maine General, in what position(s), and any other information you feel should be considered in connection with your employment application (please ask for additional paper if needed):

I UNDERSTAND that this application will only be considered “active” for 45 calendar days from the date of application. If I have not obtained employment with Northern Maine General with 45 days, but remain interested in obtaining employment with Northern Maine General, I understand that I must complete a new application or notify Northern Maine General in writing of my desire for my application to be considered for an additional 45 days.

I ALSO UNDERSTAND that all statements made by me in connection with my application for employment may be checked by Northern Maine General. I authorize Northern Maine General to contact my prior employers, including each of those employers listed in Paragraph No. 12, and other sources of information, regarding my background, and I hereby authorize and direct each such employer and source of information to truthfully answer any and all questions regarding my prior employment and background. I recognize that the information provided by such former employers or sources of information may result in a decision by Northern Maine General not to hire me or to terminate my employment. I hereby release Northern Maine General, each of my prior employers listed in Paragraph No. 12 above, and each of the other sources of information contacted, and agree to hold them harmless from any claims or damages arising from the disclosure of information pursuant to this authorization and direction. If I am already an existing employee of Northern Maine General and I am applying for a transfer, I hereby authorize the recipient to review my employee file located at Central Office. If I am a former employee of Northern Maine General and I am applying for rehire, I hereby authorize the recipient to review my inactive employee file located at Central Office.

I UNDERSTAND further that any misstatements or omissions in this application will result in a decision not to hire me, or to discharge me if discovered only after hire.

IF EMPLOYED, I agree to conform to the rules and regulations of Northern Maine General. I also agree that, just as I have, if hired, the right to terminate my employment at any time, with or without cause, and with or without notice, Northern Maine General may terminate my employment at any time with or without cause or notice. I understand that no manager or representative of Northern Maine General, other than the CEO, has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing either now, in the past or in the future. I further understand that even such an agreement must be in writing and signed by the CEO for it to be binding on either myself or Northern Maine General. I further understand that this supersedes any prior oral or written understanding and bars any future oral understanding to the contrary.

I ACKNOWLEDGE and AGREE that if at any time I am subjected to any type of discrimination or harassment, I will contact the EOO immediately to obtain assistance in resolving such matters.

I HEREBY REPRESENT that I have read and fully understand the foregoing and seek employment under these conditions of my own free will and in accordance with my own judgement.

Date

Applicant’s Signature