



South Portland, Maine

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE • EQUAL
OPPORTUNITY EMPLOYER

PH. 207-767-2577

PERSONAL INFORMATION

Full Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Are you 18 years of age or older? ☐ Yes
☐ No

Are you legally authorized to work in the U.S.? ☐ Yes
☐ No

Are you 21 years of age or older? ☐ Yes
☐ No

(Required for specific positions involving the sale of alcohol and tobacco products.)

EMPLOYMENT DESIRED

Position Applied For: _____ Date Available to Start: _____

Type of Schedule: ☐ Full-Time ☐ Part-Time ☐ Temporary / Seasonal

Currently Employed? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

AVAILABILITY

Indicate the hours you are available to work for each day (e.g., 6am-10pm). If unavailable, write "N/A" or "None".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total Desired Hours/Week: _____ Scheduling restrictions and/or requests: _____

EDUCATION HISTORY

School Level	Name and Location of School	Degree / Diploma	Subject / Major
High School			
College			
Trade / Specialized			

SKILLS & QUALIFICATIONS

Specialized Training, Licenses, or Skills: _____

WORK EXPERIENCE

List your last three positions starting with the most recent. Do not include past wage, salary, or compensation details.

Company Name: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Dates (Mo/Yr) From: _____ To: _____

Duties Performed: _____

Reason for Leaving: _____

Company Name: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Dates (Mo/Yr) From: _____ To: _____

Duties Performed: _____

Reason for Leaving: _____

Company Name: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Dates (Mo/Yr) From: _____ To: _____

Duties Performed: _____

Reason for Leaving: _____

PERSONAL AND/OR PROFESSIONAL REFERENCES

Full Name	Relationship / Title	Company Name	Phone Number

APPLICANT STATEMENT & AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false or misleading statements, intentional misrepresentations, or deliberate omissions shall be considered grounds for the immediate rejection of this application or subsequent termination of employment if hired.

I authorize the company to contact the references and previous employers listed above, except where explicitly noted, to verify my employment background, professional qualifications, and history.

Applicant Signature: _____ Date: _____

This document is fully compliant with Maine Title 26 provisions regarding salary history, SSN collection restrictions, and fair chance employment standards.