



# Town of Wells, Maine EMPLOYMENT APPLICATION

Equal Opportunity Employer  
**RETURN TO: TOWN OF WELLS**  
**ATTN: HUMAN RESOURCES DEPT.**  
**208 Sanford Rd, Wells, Maine 04090**  
**(207) 646-5113 ext. 208**  
**FAX (207) 646-2935**

Visit the Town of Wells on the Internet at: <http://www.wellstown.org>

<b>FOR OFFICIAL USE ONLY</b>		
Date Received: _____	Time: _____	Received By: _____

**POSITION APPLIED FOR**

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date You Are Available: \_\_\_\_\_

## GENERAL INSTRUCTIONS

- Please type or print in ink.
- To be considered for employment, complete your application in its entirety, sign in the certification section and specify the position for which you are applying.
- Your application must be received by the office announcing the vacancy by the closing date.
- A separate application must be submitted for each vacancy.
- Photocopies are acceptable.
- All information you submit is subject to verification.
- The Town of Wells hires only U.S. citizens and lawfully authorized alien workers.
- If you require special disability accommodations, notify the Town in advance.

## HOW DO WE CONTACT YOU

Your Name		
Your Mailing Address		
City	State	Zip Code
Home Phone	Business Phone	Email

## EDUCATION

HIGH SCHOOL:			
Name and Address of School	Received:		
	<input type="checkbox"/> Diploma	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> None

COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL:				
Name and Location of School	Dates of Attendance	Credit Hours Earned	Course of Study	Degree
	From _____ To _____			
	From _____ To _____			
	From _____ To _____			

JOB RELATED TRAINING OR COURSE WORK			
Name and Location of School	Course of Study	Completed?	
		From _____ To _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		From _____ To _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		From _____ To _____	<input type="checkbox"/> Yes <input type="checkbox"/> No







## BACKGROUND INFORMATION

Have you ever been convicted of a felony?  Yes  No

If yes, what charge(s)? \_\_\_\_\_

Where convicted? \_\_\_\_\_ Date: \_\_\_\_\_

Have you ever pled nolo contendere or pled guilty to a crime which is a felony?  Yes  No

If, yes what charge(s)? \_\_\_\_\_

Where? \_\_\_\_\_ Date: \_\_\_\_\_

Have you ever been convicted of a misdemeanor?  Yes  No

If yes, what charge(s)? \_\_\_\_\_

Where convicted? \_\_\_\_\_ Date: \_\_\_\_\_

Are you now under any charges for any violation of law or are there any legal instruments pending against you?  Yes  No

If yes, what charge(s)? \_\_\_\_\_

**Note:** A "YES" answer to any of the above questions will not automatically prohibit you from employment. Date of offense, severity, and job relatedness will be considered.

Have you ever been known by any other name?  Yes  No If yes, what name? \_\_\_\_\_

## CITIZENSHIP

Are you a U.S. citizen or are legally authorized to work in the U.S.?  Yes  No

NOTE: Proof of citizenship or authorization to work in the United States may be required.

## RELATIVES

To your knowledge, do you have any relatives currently working for the Town of Wells?  Yes  No

### FOR POLICE APPLICANTS ONLY (please complete this section ONLY if applying for applicable position within POLICE Department):

The Town of Wells does not discriminate based on age, however, some public safety positions have a minimum age requirement and date of birth is used for background investigation ONLY.

Applicant's Date of Birth: (Month/Day/Year) \_\_\_\_/\_\_\_\_/\_\_\_\_ ALERT TEST TAKEN AND PASSED \_\_\_\_ (Must Attach proof)

Are you a full time certified police officer in Maine? \_\_\_\_ If NO, are you a full-time certified Officer in any state \_\_\_\_ List State \_\_\_\_

Do you hold a valid MAINE Drivers License?  Yes  No If NO, in which state do you hold a valid Driver's License? \_\_\_\_

If selected for conditional employment, would you submit to a screening for illegal drugs?  Yes  No

If selected for conditional employment, would you submit to a polygraph examination and/or a psychological evaluation?  Yes  No

## CERTIFICATION

I am aware that any **omissions, falsifications, misstatements, or misrepresentations above** may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information that I give in this application or in the continuing application process may be subject to verification and investigation. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff and other authorized municipal representatives of the Town of Wells for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for municipal employment may be public records. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are **true, correct, complete, and made in good faith.**

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_