

Application For Employment
Brunswick Housing Authority
12 Stone Street, P.O. Box A, Brunswick, ME 04011
207-725-8711

Application Date: _____

Position or Type of Work Applied For: _____

If you have a resume, please attach it to this application. **You must also complete the entire application.**

PERSONAL INFORMATION

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Telephone: (Home) _____ (Business) _____

Other number where you can be reached: _____

Have you ever been employed here before? Yes No

If yes, please give dates of employment: _____

Do you want to work: Full Time Part-time Either

If part-time, specify days and hours: _____

If hired, when would you be available to begin work? _____

EDUCATION

School	Name and Address	Circle Last Year Completed	Degree or Diploma	Major or Course
Elementary		4 5 6 7 8		
High School		9 10 11 12		
Trade, Business School or College		1 2 3 4		
Other (including relevant training, workshops, & continuing education)				

SKILLS TRAINING

If you are skilled in a trade, please list: _____

Are you licensed in that trade? Yes No Type of license _____

Have you learned any other skills through military service, work-study, volunteer work, continuing education, etc., which are appropriate for the job category applied for? _____

If the job you are applying for involves operating a vehicle, do you have a valid driver's license?
 Yes No License # _____ State _____

WORK EXPERIENCE

Please list your last five employers, beginning with the most recent and working backwards.

Employer's Name and Address	Position	Briefly Describe Your Duties
From: _____ To: _____ Month/Year Month/Year	Salary/ Hourly Rate	Reason for Leaving
Supervisor	Telephone	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:
Employer's Name and Address	Position	Briefly Describe Your Duties
From: _____ To: _____ Month/Year Month/Year	Salary/ Hourly Rate	Reason for Leaving
Supervisor	Telephone	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:

Employer's Name and Address	Position	Briefly Describe Your Duties
From: _____ To: _____ Month/Year Month/Year	Salary/ Hourly Rate	Reason for Leaving
Supervisor	Telephone	May we contact this employer for a reference? ___ Yes ___ No If no, please explain:
Employer's Name and Address	Position	Briefly Describe Your Duties
From: _____ To: _____ Month/Year Month/Year	Salary/ Hourly Rate	Reason for Leaving
Supervisor	Telephone	May we contact this employer for a reference? ___ Yes ___ No If no, please explain:
Employer's Name and Address	Position	Briefly Describe Your Duties
From: _____ To: _____ Month/Year Month/Year	Salary/ Hourly Rate	Reason for Leaving
Supervisor	Telephone	May we contact this employer for a reference? ___ Yes ___ No If no, please explain:

REFERENCES

Please list any additional professional references who are familiar with your work record.

Name Business Address Telephone Years Acquainted

Additional information or comments you wish to give: _____

Is there anything that would interfere with your ability to perform the job-related functions of the job for which you have applied? Yes No
If yes, please describe any reasonable accommodations that would allow you to perform the job-related functions: _____

Have you ever been **convicted** of any crime, other than a minor traffic violation? Yes No
If yes, please describe and give date: _____
(A conviction will not necessarily bar you from employment. The time, circumstances, seriousness, and nature of the violation and rehabilitation will be taken into consideration.)
Are you prevented from lawfully becoming employed in this country because of your visa or immigration status? Yes No

AUTHORIZATION AND CERTIFICATE OF APPLICANT

I authorize the Brunswick Housing Authority (BHA) to contact the references and verify the educational degrees listed on my application and resume. I certify that all answers and statements contained in this application and on my attached resume are true to the best of my knowledge and belief. I understand that any false or misleading information may subject me to DISQUALIFICATION before appointment or DISMISSAL after appointment. I also understand that employment is contingent upon my providing proof of identity and the right to work, and may be contingent upon the successful completion of a pre-employment, post-offer medical examination.

Signature of Applicant: _____ Date: _____

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the BHA shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability, or veterans status in employment or education. The BHA provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the BHA should be directed to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333-0051, 207-624-6050, TTY, 1-888-577-6690.