



19 Industrial Park Road  
P.O. Box 728  
Saco, ME 04072  
Office: (207) 282-7697  
Fax: (207) 283-4549

# Employment Application Form

Established 1988

PLEASE ENSURE ALL INFORMATION REQUESTED IS PRINTED LEGIBLY

## Personal Information

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

Name: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_  
Number Street

Telephone: (    ) \_\_\_\_\_

Time Residing At Address: \_\_\_\_\_

Social Security No. \_\_\_\_\_

City State Zip

## Employment

Desired Position: \_\_\_\_\_

Desired Salary: \_\_\_\_\_

Days/Hours Available:  
All \_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_  
Thur \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work Nights? \_\_\_\_\_

Employment Desired:     FULL-TIME ONLY     PART-TIME ONLY     FULL- OR PART-TIME

When are you available to start? \_\_\_\_\_

## Education

School Type	School Name	Location	Number of Years Completed	Major & Degree Earned
High School				
College				
Bus. Or Trade School				
Other				

DO YOU HAVE A DRIVER'S LICENSE?     YES     NO

What is your means of transportation? \_\_\_\_\_

License Number: \_\_\_\_\_    State of Issue: \_\_\_\_\_     Operator     Commercial (CDL)

Expiration Date: \_\_\_\_\_

Have you had any accidents during the past three years? \_\_\_\_\_    How Many? \_\_\_\_\_

Have you had any moving violations during the past three years? \_\_\_\_\_    How Many? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME?     YES     NO

If yes, please explain number of convictions, nature of offenses leading to conviction, how recently such offenses were committed, sentences imposed, and types of rehabilitation: \_\_\_\_\_

**APPLICANTS MAY BE TESTED FOR ILLEGAL DRUG USE**



19 Industrial Park Road  
 P.O. Box 728  
 Saco, ME 04072  
 Office: (207) 282-7697  
 Fax: (207) 283-4549

# Employment Application Form

Established 1988

PLEASE LIST YOUR WORK EXPERIENCE FOR THE PAST FIVE YEARS BEGINNING WITH YOUR MOST RECENT JOB HELD. ATTACH ADDITIONAL SHEETS IF NECESSARY.

## Work History

<b>Name of Employer:</b> <b>Address:</b> <b>City, State, Zip Code:</b> <b>Phone Number:</b>	<b>Name of Last Supervisor</b>	<b>Employment Dates</b>	<b>Pay or Salary</b>
		From: To:	Start: Final:
	<b>Job Title:</b>		

**Reason for Leaving:**

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. \_\_\_\_\_

<b>Name of Employer:</b> <b>Address:</b> <b>City, State, Zip Code:</b> <b>Phone Number:</b>	<b>Name of Last Supervisor</b>	<b>Employment Dates</b>	<b>Pay or Salary</b>
		From: To:	Start: Final:
	<b>Job Title:</b>		

**Reason for Leaving:**

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. \_\_\_\_\_

MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

PLEASE LIST TWO REFERENCES OTHER THAN RELATIVES OR PREVIOUS EMPLOYERS.

## References

<b>Name:</b> _____	<b>Name:</b> _____
<b>Position:</b> _____	<b>Position:</b> _____
<b>Company:</b> _____	<b>Company:</b> _____
<b>Address:</b> _____	<b>Address:</b> _____
<b>Telephone:</b> _____	<b>Telephone:</b> _____

THANK YOU FOR YOUR CONSIDERATION



19 Industrial Park Road  
 P.O. Box 728  
 Saco, ME 04072  
 Office: (207) 282-7697  
 Fax: (207) 283-4549

# Employment Application Form

*Established 1988*

**PLEASE READ CAREFULLY!**

In exchange for the consideration of my job application by **PM Construction Co.** (*hereinafter called "The Company"*), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of The Company, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of The Company. Both the undersigned and The Company may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (*unless otherwise indicated*), references, and others, and hereby release the Company from any liability as a result of such contract.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.*

**Thank you for completing this application form and for your interest in our business!**