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www.westernmainesupply.com

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GENERAL EMPLOYMENT APPLICATION

Name: _____ Date: _____

Address: _____ Town: _____

State: _____ Zip: _____ Telephone Number: _____

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Position(s) Applied For: _____

Best time to contact you at home is _____ : _____ am/pm

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If yes, give date _____

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Have you ever been employed with us before? Yes No

If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment Yes No

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Date available to work ___/___/___ What is your desired salary range? _____

Are you available to work: Full-time
 Part-time (please indicate Morning Afternoon Evening
 Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Hourly Rate/Salary	
		From	To	Starting	Final
Address					
Telephone Number(s)		Worked Performed			
Job Title	Supervisor				
Reason for Leaving					
Employer		Dates Employed		Hourly Rate/Salary	
		From	To	Starting	Final
Address					
Telephone Number(s)		Worked Performed			
Job Title	Supervisor				
Reason for Leaving					
Employer		Dates Employed		Hourly Rate/Salary	
		From	To	Starting	Final
Address					
Telephone Number(s)		Worked Performed			
Job Title	Supervisor				
Reason for Leaving					
Employer		Dates Employed		Hourly Rate/Salary	
		From	To	Starting	Final
Address					
Telephone Number(s)		Worked Performed			
Job Title	Supervisor				
Reason for Leaving					

Explain any gaps in your employment.

Four horizontal lines for writing an explanation of employment gaps.

ADDITIONAL INFORMATION

Have you been convicted of a felony within the last 7 years?
(Conviction will not necessarily disqualify and applicant from employment.)

YES NO

If yes, please explain _____

Please list all names you have used in the last 7 years if different than the name you are using now.

Signature _____

Authorization for Investigation and Release of Information, and Release of Claims

To be read and signed by applicant

I hereby certify that the facts set forth above in my employment application are true and complete to the best of my knowledge. I authorize Western Maine Supply Company to investigate all information set forth in my application, by contacting all my prior employers and other references set forth above, and by any and all other means authorized or permitted by law. I understand that if I am hired, omissions or false or misleading statements in this application or in interviews will be grounds for immediate termination of my employment.

I hereby release Western Maine Supply Company and any and all persons and organizations providing any information to Western Maine Supply Company from any and all claims and liabilities of any kind resulting from any such investigation or from the furnishing of any information and response to such an investigation.

I hereby understand and acknowledge that any employment relationship with Western Maine Supply Company is of an "at will" nature. This means that all employment with the Company is of an indefinite duration, and is terminable at any time for any reason, with or without notice, either by the employee or by the Company. The only persons who have the authority to bind the Company to employment on any other basis are the Company President and the Vice President, and any such agreement must be in writing and signed by one of them.

Dated _____

Signature _____

Print Full Name

