



APPLICATION FOR EMPLOYMENT
CITY OF WATERVILLE, MAINE

PERSONAL QUALIFICATION STATEMENT

1. Title of position or type of job you are applying for: _____
2. Date of this application: _____
3. Name of Applicant: _____
(Last Name, First Name, Middle Name or initial)
4. Address: _____
(Number and Street or Post Office Box, City, State, Zip Code)
5. Telephone number of your residence: _____ (____) _____
6. Another telephone number where a message may be left, if necessary: _____ (____) _____
6. Email Address: _____
7. Name and location (City and State) of last high school attended: _____

8. Did you graduate from high school?
 Yes
 No
9. Name and location (City and State) of college or university attended: _____
_____ Dates attended: _____ (From _____ To _____)
Type of Degree: _____ Years completed: _____
Credits completed: _____
Major field of study at highest level of college work: _____

10. Other schools of training (for example: trade, vocational, armed forces or business). Please give the name and location (City and State) of each school or source of training, dates attended, subjects studied, certificates received (if any) and any other pertinent information.

11. Do you have any experience or skills applicable to the position for which you are applying?
 Yes No

If yes, please indicate what they are:

12. WORK EXPERIENCE - PRESENT or LATEST position:

May inquiry be made of your present or last employer regarding your qualifications and record of employment? Yes No

Date of employment (month and year):

Title of position or type of job held:

From: _____ To: _____

Name of employer, company, firm, or organization:

Employer's address:

Employer's Telephone No.: __ (____) _____

Description of work: (Please describe in as much detail as possible)

13. WORK EXPERIENCE - Before your present or latest position:

Date of employment (month and year):

Title of position or type of job held:

From: _____ To: _____

Name of employer, company, firm, or organization:

Employer's address:

Employer's Telephone No.: __ (____) _____

Description of work: (Please describe in as much detail as possible)

14. ANY OTHER WORK EXPERIENCE:

Dates of Employment (month and year):

Title of position or type of job held:

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

Names and addresses of employers, companies, firms or organizations:

Description of work:

15. REFERENCES: List 3 or more persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. DO NOT repeat names of employers that you may have listed in Items 12, 13, or 14 of this application.

| Full Name | Present Business or Home Address | Business or Occupation | Telephone Number |
|-----------|----------------------------------|------------------------|------------------|
|-----------|----------------------------------|------------------------|------------------|

16. CERTIFICATION:

I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

(Signature of Applicant)

(Date Signed)