

Please complete and return to North Maine Woods, P.O. Box 425, Ashland, ME 04732

APPLICATION FOR EMPLOYMENT

Please tell us how you heard about us.

Current Employee Referral _____ Social media _____ Internet ad _____ Other _____

NAME: _____ TELEPHONE #: _____

ADDRESS: _____

EMAIL ADDRESS: _____ TODAY'S DATE: _____

Position(s) applied for: (Check one or both)

Checkpoint Receptionists: _____ Campsite Technician: _____

Do you have a specific location in mind for work? Yes _____ No _____

If yes, where? _____

If you have applied for a Campsite Technician position, would you have a pickup truck or similar vehicle to use on the job? Yes _____ No _____

Are you married? Yes _____ No _____

In some checkpoint positions, it is preferable to have a team, would you qualify? Yes _____ No _____

Some positions require living at the checkpoint. Would this be acceptable? Yes _____ No _____

If you have children, how many would you need to live with you if you were living at the checkpoint? _____

The season of work usually starts sometime in early May and may last until Thanksgiving. Would you be available for the full term? Yes _____ No _____

If not, why and when would you be available? _____

Many positions require the handling of cash, receipts and making out daily reports. Do you feel qualified for this? Yes _____ No _____

Each employee must make out Land Use and Camping Permits and other forms. Do you feel qualified for this? Yes _____ No _____

In some positions, it is helpful to speak or understand French. Do you have an understanding of the language? Yes _____ No _____

Education

Elementary school? _____ High School? _____ College? _____

School Name/s & Location/s: _____

Highest Year Completed _____ When Completed _____

Describe any specialized training, skills, and extra-curricular activities:

State any additional information you feel may be helpful to us in considering your application.

List professional, trade, business, or civic activities and offices held.

(You may exclude memberships, which reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.)

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

References

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Prior Employment Experience

Start with your present or most recent job. Include any job-related military service assignment or volunteer activities. You may exclude organizations that indicate race, color, religion, national origin, handicap, or other protected status. If you need additional space, please continue on a separate sheet of paper.

1. Employer: _____
Address: _____
Telephone #: _____
Job Title: _____ Supervisor: _____
Dates Employed- start and end: _____
Duties Performed: _____
Reason for Leaving: _____

2. Employer: _____
Address: _____
Telephone #: _____
Job Title: _____ Supervisor: _____
Dates Employed- start and end: _____
Duties Performed: _____
Reason for Leaving: _____

3. Employer: _____
Address: _____
Telephone #: _____
Job Title: _____ Supervisor: _____
Dates Employed- start and end: _____
Duties Performed: _____
Reason for Leaving: _____

Do you give NMW permission to contact references and former employers? Yes ___ No ___

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless the executive director specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant -Printed name is considered a valid signature.

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: Yes: _____ No: _____

Remarks: _____

Interviewer: _____ Date: _____

Employed: Yes: _____ No: _____

Job Title: _____ Hourly Rate/Salary: _____ Dept.: _____

By: _____ Date: _____