

APPLICATION FOR EMPLOYMENT



AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)		Date of Application	
Applicant's Address (Street)		Applicant's Email Address	
Applicant's Address (City, State, Zip)			
Telephone	Business telephone where you can currently be reached	May we contact you there? Yes No	
Position(s) Applied For (List Job Titles)		Status Desired Full Time Part Time Temporary	
Referral Source <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency _____ <input type="checkbox"/> College/Career Placement Office <input type="checkbox"/> Job Fair <input type="checkbox"/> Employee <input type="checkbox"/> Other			
Are you willing to travel? Yes No Limited	Are you willing to work overtime? Yes No Limited	Salary Requirements	Date Available for Work
Have you filed an application or been employed here before? Yes No If yes give date(s)			
Are you 18 years of age or older? Yes No	Are you eligible to be lawfully employed in the United States (proof of citizenship or immigration status will be required upon employment)? Yes No		
List any friends or relatives employed by the company. What is the relationship?			
Are you licensed to drive? Yes No If Yes, in what state? _____ License # _____			
Is your license currently under suspension for any reason? Yes No If yes, please explain.			
EMPLOYMENT EXPERIENCE (List each job held. Start with your present or last job. Include military service assignments and volunteer activities.)			
Date From	Employer Name	Employer Address	
Date To	Employer Phone Number	Job Title	
1	Work Performed See Resume		
	Supervisor Name	Reason for Leaving	May we contact Yes No Post offer
	Supervisor Phone Number		Supervisor Email
Are you known by another name Yes No If yes, What name?			

EMPLOYMENT EXPERIENCE (List each job held. Start with your present or last job. Include military service assignments and volunteer activities.)

Date From	Employer Name	Employer Address	
Date To	Employer Phone Number	Job Title	
2	Work Performed See Resume		
	Supervisor Name	Reason for Leaving	May we contact Yes No
	Supervisor Phone Number	Supervisor Email	
Are you known by another name Yes No If yes, What name?			

Date From	Employer Name	Employer Address	
Date To	Employer Phone Number	Job Title	
3	Work Performed See Resume		
	Supervisor Name	Reason for Leaving	May we contact Yes No
	Supervisor Phone Number	Supervisor Email	
Are you known by another name Yes No If yes, What name?			

Date From	Employer Name	Employer Address	
Date To	Employer Phone Number	Job Title	
4	Work Performed See Resume		
	Supervisor Name	Reason for Leaving	May we contact Yes No
	Supervisor Phone Number	Supervisor Email	
Are you known by another name Yes No If yes, What name?			

PLEASE EXPLAIN GAPS IN EMPLOYMENT GREATER THAN 90 DAYS

Dates	Reason

REFERENCES (List professional references only. Do not list friends or relatives)

Name and Title	Address / Phone Number / Email

Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma / Degree
High School		n/a		
College				
Other (Specify)				

Are you known to schools by another name? Yes No If Yes, what name(s) are you known by?

PRE-EMPLOYMENT STATEMENT

Enterprise Engineering, Inc. is an equal opportunity employer. Enterprise Engineering, Inc. does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, gender, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment constitutes an obligation for Enterprise Engineering, Inc. to hire me. If I am hired, I understand that either Enterprise Engineering, Inc. or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Enterprise Engineering, Inc. has the authority to make any assurance to the contrary.

Please be aware that Enterprise Engineering, Inc. is required to report new hire information to the State of Maine, Department of Human Services, Division of Support Enforcement and Recovery weekly or within seven days of the date of hire. Enterprise Engineering, Inc. complies with this legal requirement.

I understand that I will be required to undergo drug testing that complies with Enterprise Engineering, Inc.'s policy and procedures and individual State requirements as a condition of my employment.

Enterprise Engineering, Inc. shall have the right to require that I submit to physical or mental examinations for purposes of receiving medical confirmation that I can safely perform the duties of my job. Any and all such examinations shall be for job-related purposes only and shall be performed by a medical advisor or advisors selected and paid for by Enterprise Engineering, Inc. I hereby release all such information to Enterprise Engineering, Inc. and waive any right of confidentiality.

I attest with my signature below that I have given to Enterprise Engineering, Inc. true and complete information on this application. No requested information has been concealed. I also understand that Enterprise Engineering, Inc. may contact references provided for employment reference checks, and under consistent hiring practices, may require pre-employment screening and background verification as a condition of employment upon any employment offer. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

_____ **Date**

_____ **Applicant's Signature**

