

Anchorage By The Sea

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 Ogunquit, Maine 03907
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 1-207-646-9384
 1-207-646-6256 Fax



APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

PERSONAL

Last Name	First	Middle	Date
Street Address			Home Telephone
City, State, Zip			Business Telephone
Have you ever applied for employment with us? Yes ___ No ___ If yes, month and year _____ Location _____			Social Security Number
Position Desired Apart from absence for religious observances, are you available for full-time work? Yes ___ No ___ If not, what hours can you work? _____			Pay Expected Will you work overtime if asked? Yes ___ No ___
Are you legally eligible for employment in the United States?			When will you be available to begin work? _____
Are you over 18 years of age? Yes ___ No ___ (If not, employment is subject to verification that you are minimum legal age and that you are able to supply any required work permit.)			
Other special training or skills (language, machine operation, etc.)			

EDUCATION

Name and Location of School	Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
High School	1 2 3 4	Yes ___ No ___	
Trade, Business or correspondence School			

EDUCATION (continued)

Name and Location of School		Last Year Completed		Did You Graduate?	Subjects Studied and Degree(s) Received
College		1	2 3 4	Yes __ No __	
What business machines can you operate?					Type WPM
Calculator/Adding Machine	By Touch:	Cash Register			Computer
Special Skills or Experience					

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATION

(Exclude those which may disclose your race, color, religion, or national origin)

EMPLOYMENT

(Please give accurate, complete full time and part time employment record. Start with your present or most recent employer.)

date / Month /Year	Name, Address and Telephone Number of Employer	Last Pay Rate	Position	Immediate Supervisor	Reason for Leaving
From /					
To /					
From /					
To /					
From /					
To /					

(continued)

REFERENCES

(List the names of three people not related to you, whom you have known at least one year.)

Ref.	Name	Address	Business	Telephone
Ref. 1				
Ref. 2				
Ref. 3				

PAST EXPERIENCE

Describe any training received relevant to the position for which you are applying.

SIGNATURE

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I hereby authorize all persons and institutions mentioned on this application to give information relative to my employment. I further authorize Anchorage By the Sea and its agents and employees to conduct a background check on me in its sole discretion. I agree to release said persons, institutions, agents, and Anchorage By The Sea from all liability and damages associated with the reference and or background check.

I understand that any employment offered and accepted may be terminated at any time by either party, with or without cause.

This application will be considered only for the current employment opportunity and not for future openings.

Date: _____

Signature: _____