



Island Commons Resource Center
132 Littlefield Road
Chebeague Island, Maine 04017
www.islandcommons.com
207.846.5610 OFFICE 207.846.4456 FLOOR
207.846.9706 FAX

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Island Commons is an equal opportunity employer. Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the personnel office.

Name: _____ Date: _____

Position applying for: _____

How did you hear about the position for which you are applying? _____

Address: _____

Home #: _____ Cell#: _____

Email: _____

Are you legally eligible for employment in this country? Yes No
(Proof of U.S. citizenship or immigration status will be required upon employment)

If the job requires, do you have the appropriate valid driver's license? Yes No

Name on license: _____ DL# _____

Type _____ State of issue _____

Have you had any moving violations within the past three years? _____. If so, please describe. _____

Have you ever filed an application, or been employed with us before? Yes No

If yes, please give the date(s) _____

Please give the date on which you are available to start work. _____

Are you able to work _____ Full Time _____ Part Time _____ Casual
(36-40 hours/week) (20-35 hours/week) (1-19 hours/week)

Are you able to travel if a job required it? Yes No

Have you been given a job description or had the essential functions of the job explained to you?

Yes No

Can you perform the essential functions of this job with or without reasonable accommodations?

Yes No

Are you now, or have you ever been involved in an investigation of abuse and/ or neglect?

Yes No

Have you been convicted of a crime in the past seven years? Yes No

If so, please describe in the area below. (Conviction will not necessarily be a bar to employment. In accordance with company policy and applicable state and federal laws, factors such as age at time of the offense, remoteness of the offense, time since last conviction, nature of the job sought, and rehabilitation effort will be reviewed.)

EDUCATION:

Please note: If you are hired for a position you will be asked for a copy of any diplomas, certificates, licenses, etc. for your personnel file.

List professional, trade, business, or civic activities and offices held, special job-related skills and qualifications. State any additional information you feel may be helpful to us in considering your application. Explain any gaps in employment. You may exclude membership which would reveal gender, religion, national origin, age, ancestry, sexual orientation, disability or other protected status.

Schools Attended: **Dates Attended** **Graduated?**

High school		
College		
Graduate school		
Other		

Most recent employer :

Company address
Phone number

Dates employed: Title: Supervisors name:

Reason for leaving: