



## Town of Eustis

88 Main Street P.O. Box 350

Stratton, Maine 04982

Tel: 207-246-4401 Fax 207-246-3267

[www.eustismaine.org](http://www.eustismaine.org)

# EMPLOYMENT APPLICATION

Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

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## APPLICANT INFORMATION

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you legally authorized to work in the United States?

Yes  No

Have you ever worked for the Town of Eustis before?

Yes  No

If yes, when? \_\_\_\_\_

Do you have any relatives currently employed by the Town of Eustis?

Yes  No

If yes, please explain: \_\_\_\_\_

## POSITION AVAILABILITY

Date Available to Start: \_\_\_\_\_

Desired Salary/Wage: \_\_\_\_\_

Are you available to work the scheduled office hours?

Monday–Thursday, 8:00 AM–3:00 PM

Friday, 8:00 AM–12:00 PM

Yes  No

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## EDUCATION

### High School

School Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Diploma or GED?

Yes  No

### College / Technical School

School Name: \_\_\_\_\_

Degree/Certification: \_\_\_\_\_

Field of Study: \_\_\_\_\_

Years Completed: \_\_\_\_\_

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## EMPLOYMENT HISTORY

### Most Recent Employer

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Job Duties:

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**Previous Employer**

Employer: \_\_\_\_\_

Position Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Job Duties:

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**Previous Employer**

Employer: \_\_\_\_\_

Position Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Job Duties:

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## SKILLS AND QUALIFICATIONS

Please describe any experience with:

Customer Service:

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Computer Software (Microsoft Office, spreadsheets, databases, etc.):

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Cash Handling:

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Record Keeping:

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Municipal Government Experience:

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Other Relevant Skills:

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## REFERENCES

### Professional Reference #1

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Professional Reference #2

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Professional Reference #3**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**APPLICANT CERTIFICATION**

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may result in disqualification from employment consideration or termination if employed.

I authorize the Town of Eustis to verify information contained in this application and to contact references and former employers for employment-related information.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Interviewed By: \_\_\_\_\_

Hiring Decision:

- Hired
- Not Hired

Comments: