



Sagadahoc County  
State of Maine  
Application for Employment

Please forward all Applications to: Sagadahoc County Administration  
Attn: Human Resources  
752 High Street  
Bath, ME 04530

For Additional Information: Phone: 207-443-8202 Fax: 207 443-8213  
E-mail: admassist@sagcounty.com

- Instructions to Applicants:
- (1) Type or print clearly in Ink.
  - (2) Answer each question clearly and completely.
  - (3) All statements made are subject to investigation and verification.
  - (4) If more space is required, use separate sheet(s) of paper.
  - (5) Please enclose a cover with this completed application.

POSITION APPLICANT IS SEEKING: \_\_\_\_\_

**PERSONAL DATA**

Name: \_\_\_\_\_  
Last (Please Print) First MI

Address: \_\_\_\_\_  
No. Street City State Zip

Telephone: \_\_\_\_\_  
Home Work Cell

Email: \_\_\_\_\_ Preferred method of contact: \_\_\_\_\_

How did you hear about this opening: \_\_\_ Newspaper \_\_\_ MMA Job Bank \_\_\_ JobsinME  
\_\_\_ Friend/relative \_\_\_ Other (list) \_\_\_\_\_

Have you ever been employed by Sagadahoc County? \_\_\_ Yes \_\_\_ No

If yes, give the department and dates: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Name and relationship of any present County employee related to you: \_\_\_\_\_

Are you now employed?: \_\_\_ Yes \_\_\_ No May we contact your present employer? \_\_\_ Yes \_\_\_ No

What date would you be available to start? \_\_\_\_\_ Do you hold a valid driver's license?

## EDUCATION AND TRAINING

### HIGH SCHOOL

\_\_\_\_\_  
Name of High School

\_\_\_\_\_  
Address

\_\_\_\_\_  
Curriculum

\_\_\_\_\_  
Did you graduate? If no, circle highest grade completed: 9 10 11 12

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### ADDITIONAL EDUCATION: COLLEGE/UNIVERSITY, BUSINESS or SPECIALIZED/TRADE SCHOOL

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
Years completed

\_\_\_\_\_  
Course of Study

\_\_\_\_\_  
Degree/Certificate

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### OTHER TRAINING

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
Years completed

\_\_\_\_\_  
Course of Study

\_\_\_\_\_  
Degree/Certificate

\_\_\_\_\_  
List any additional skills, certifications, or licenses you possess that you believe are relevant to the position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WORK EXPERIENCE

List the positions which you have held. Please list ALL employment in reverse chronological order (most recent position first). Include any periods served in the military and explain any periods of unemployment. Under "Description of Duties" list type of work and responsibilities. If position was supervisory, include number of employees supervised and their general duties. Use additional sheets if needed.

### CURRENT or MOST RECENT EMPLOYMENT

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Position

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Supervisor

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

\_\_\_\_\_  
From

\_\_\_\_\_  
To

\_\_\_\_\_  
Hours Worked Per Week

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

\_\_\_\_\_  
May we contact this employer?

\_\_\_\_\_  
Job duties

\_\_\_\_\_  
\_\_\_\_\_

**PRIOR EMPLOYMENT**

Employer		Position	
Address		Telephone	Supervisor
Dates Employed:	From	To	Hours Worked Per Week
Reason for Leaving			
Job duties			

**PRIOR EMPLOYMENT**

Employer		Position	
Address		Telephone	Supervisor
Dates Employed:	From	To	Hours Worked Per Week
Reason for Leaving		May we contact this employer?	
Job duties			

**REFERENCES**

Please list at least three (3) professional references that we may contact. Use additional sheets if needed.

Name		Company	
Contact Information			
Position the Reference Held		Position you held	
Please identify period of time that this reference observed your work performance			

**References (continued)**

Name	Company
Contact Information	
Position the Reference Held	Position you held
Please identify period of time that this reference observed your work performance	

Name	Company
Contact Information	
Position the Reference Held	Position you held
Please identify period of time that this reference observed your work performance	

Please list any additional information that you feel is relevant to your application for this position:

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**Applicant's Certification and Agreement – PLEASE READ CAREFULLY**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statement(s) included in this application shall be considered sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**