



20 Royal Street
Winthrop, Maine 04364

APPLICATION FOR EMPLOYMENT

Name: _____ Telephone Number: _____

Address: _____

How long have you lived at the above address? _____

Previous address: _____

Driver's License Number: _____ State of Issue: _____

Position Applying For: _____

Are you seeking [] Full or [] Part Time Employment. Date Available, if Hired: _____

How did you hear of this position? _____

EDUCATION					
High School			City/State		Did you Graduate?
College			City/State		
Did you graduate?		Degree			
Other (specify)			City/State		
Did you graduate?		Degree			

PRIOR WORK HISTORY (Please list in order, present employer first then previous employers)

Present Employer

Name and Address of Previous Employer			
Phone Number		Date From/To	
Supervisor's Name and Title			
Description of Work Performed, in Detail			
Reason for Leaving			

Previous Employer 1

Name and Address of Previous Employer			
Phone Number		Date From/To	
Supervisor's Name and Title			
Description of Work Performed, in Detail			
Reason for Leaving			

Previous Employer 2

Name and Address of Previous Employer			
Phone Number		Date From/To	
Supervisor's Name and Title			
Description of Work Performed, in Detail			
Reason for Leaving			

Unless otherwise noted here, we will contact all previous employers:

Are there any other experiences, skills or qualifications, any OSHA certifications and/ or equipment certifications that you currently hold which you feel would especially fit you for working with our company?

If hired, do you have reliable means of transportation to get to work? Yes _____ No _____

REFERENCES			
Please list three professional references. (no relatives)			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

Have you previously worked for J.F. Scott? _____ If so, what position and what dates? _____

If offered employment, will you agree to abide by our Drug & Alcohol Policy? _____

Are you at least 18 years of age? ___ Yes ___ No

Do you have any physical limitations? ___ Yes ___ No

We are a construction company that works throughout the State of Maine. Please note, if hired you will be expected to travel, please initial to confirm you understand this fact _____. If you have any restrictions or comments concerning travel, please note here:

Do you have any questions concerning our company that we may answer for you? These will be reviewed during the interview process. _____

We are an Equal Opportunity Employer.

The facts set forth above in my application for employment are true and complete. I understand that false statements or material omissions on this application shall be grounds for not offering employment or shall be considered sufficient cause for dismissal if the falsification is discovered after being employed. I understand that all jobs that I may be offered at J.F. Scott Construction are jobs where the employment relationship will be “at will” (i.e. my employment may be terminated at any time by the company for any reason or I may quit at any time for any reason). I certify that no agent or employee for the company has said anything to make my potential employment relationship anything other than “at will”. I also authorize J.F. Scott Construction to do a complete background check for employment purposes.

Signature of Applicant: _____ **Date:** _____

INTERNAL USE ONLY.

Applicant's Name: _____

Date Application was picked up: _____ **Date Application was returned:** _____

Interview Notes: _

Results of Interview: Was the applicant hired _____. If yes, what is this person's position, salary and benefit package as discussed during the interview?

When will applicant begin work? _____. Reporting to what location?

If hired, please make sure they have a driver's license and social security, birth certificate, etc. For I-9 requirements.