

Sept 2021

**THE HOUSING FOUNDATION  
353 MAIN STREET  
ORONO, MAINE 04473  
207-866-4634**

**APPLICATION FOR EMPLOYMENT**

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Please print.

Position(s) Applied for		Date of Application		
Print Name (Last, First, & Middle)				
Street Address		City	State	Zip Code
Main Phone Number	Alternate Phone Number	Email		

**EMPLOYMENT EXPERIENCE**

Please list the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give firm name and supply business references. Add additional page if necessary.

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	

Have you ever been involuntarily terminated or asked to resign from any job?..... Yes  No

If yes, please explain

Sept 2021

Please explain any gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment.

**EDUCATION**

Please describe your educational background in the table provided below.

	School Name	Years Completed	Diploma/ Degree (Yes/No)	Area of Study/Major	Specialized Training, Skills, or Extra- Curricular Activities
High School					
College/ University					
Graduate/ Professional School					
Trade School					
Other					

**BUSINESS AND PROFESSIONAL REFERENCES**

Please list three professional references of individuals who are **not** related to you.

Name and Title	Relationship	Phone Number or Email

**PERSONAL REFERENCES**

Please list three people who know you well.

Name and Title	Relationship and Years Acquainted	Phone Number or Email

**GENERAL INFORMATION**

1. Have you ever used another name?.....  Yes  No
2. Is any additional information relative to name changes, use of an assumed name, or nickname necessary to enable a check on your work and educational record?.....  Yes  No
  - a. If yes to either of the above, please explain:

\_\_\_\_\_

\_\_\_\_\_

3. Have you ever worked for this company before?.....  Yes  No
  - a. If yes, please give dates and position: \_\_\_\_\_
4. Do you have friends and/or relatives working for this company?.....  Yes  No
  - a. If yes, name(s) and relationship(s): \_\_\_\_\_
5. On what date are you available to begin work? \_\_\_\_\_
6. Days/Hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

7. Are you available to work?  Full-time  Part-time  Shift Work  Temporary
8. If hired, would you have a reliable means of transportation to and from work?.....  Yes  No
9. Can you travel if the position requires it?.....  Yes  No
10. Can you relocate if the position requires it?.....  Yes  No
11. Are you at least 18 years old? .....  Yes  No
  - a. Note: If under 18, hire is subject to verification that you are of minimum legal age.
12. If hired, can you present evidence of your identity and legal right to work in this country?.....  Yes  No

Sept 2021

13. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?..... Yes  No

a. Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

## CRIMINAL & SEX OFFENDER BACKGROUND INFORMATION

1. Have you ever been convicted of a crime or civil offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

*Conviction will not necessarily disqualify an applicant from employment.*

If yes to either of the above, please explain:

---

2. Have you been evicted from a federally assisted site? \_\_\_\_\_ yes \_\_\_\_\_ no

3. Do you currently use illegal drugs? \_\_\_\_\_ yes \_\_\_\_\_ no

4. Have you ever been arrested for driving under the influence of alcohol or drugs?  
\_\_\_\_\_ yes \_\_\_\_\_ no

5. Are you currently subject to a lifetime registration requirement under a state sex offender registration program? \_\_\_\_\_ yes \_\_\_\_\_ no

6. Have you been convicted of any drug related crime? \_\_\_\_\_ yes \_\_\_\_\_ no

7. Have you been convicted of any felony? \_\_\_\_\_ yes \_\_\_\_\_ no

8. Have you been convicted of any crime involving fraud or dishonesty?  
\_\_\_\_\_ yes \_\_\_\_\_ no

9. Have you been convicted of any crime involving violence? \_\_\_\_\_ yes \_\_\_\_\_ no

10. Are you currently charged with any of the above criminal activities?  
\_\_\_\_\_ yes \_\_\_\_\_ no

11. Please list all states in which you have lived or have held licenses to drive (include driver's license #'s if known). \_\_\_\_\_

12. Have you ever used or been known by any other name? \_\_\_\_\_ yes \_\_\_\_\_ no

I certify that my answers to the above questions are true and complete to the best of my knowledge. I understand that making false statements on this form is grounds for rejection of my application or termination of my employment. I authorize The Housing Foundation to verify the above information, and I consent to the release of the necessary information to determine my employment.

I hereby authorize law enforcement agencies to release criminal records and/or sex offender registration information to The Housing Foundation or to an agency contracted by The Housing Foundation to conduct criminal backgrounds checks.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name (Please Print) \_\_\_\_\_