

Experience Begin with your most recent employment experience. Resumes and cover letters may be submitted in addition to fully completed applications.

INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED

Employer Name:	City/State:	Describe Your Duties
Position:	From (Mo., Yr) To (Mo., Yr)	
Hours Per Week:	Reason for Leaving:	
Supervisor:	Beginning Salary Ending Salary	
May we contact employer now? " Yes " No **	Telephone Number:	

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** NOTE: The inability to contact one or more current/former supervisors may be a factor in whether a candidate is selected. If you wish to add comments, such as whether a current supervisor may be contacted only if you are the leading candidate, please explain:

Reference and Background Checks

The University of Southern Maine makes such inquiries as may be necessary to arrive at an appropriate employment decision. All new hires are subject to reference checks, criminal history/driving record checks, academic degree/license verification, and related matters to comply with legal requirements and public responsibility.

Please be aware that driving offenses and/or criminal convictions will not necessarily make you ineligible for a given position, but the information will be evaluated carefully as to its nature, seriousness, date(s), relevance to the job being performed, and potential impact on the University's public trust.

Convictions

Have you ever been convicted of any crime other than a minor traffic violation?

Yes No

If yes, please describe and give the date(s) of conviction(s):

Certification and Release

I certify that all answers and statements I have provided are true to the best of my knowledge. I understand that any false or misleading information may subject me to disqualification before appointment or dismissal after appointment. I also understand that continuation of employment is contingent upon my providing proof of identity and right to work, and a satisfactory outcome of background checks.

I hereby release employers, schools and individuals from all liability in responding to reference and background checks.

Signature: _____

Date: _____

Return to: Employment Services
University of Southern Maine
McLellan House
37 College Avenue
Gorham, Maine 04038

Note: Please send directly to hiring department if asked to do so.