

University of Southern Maine

Application for Employment

Personal Information Social Security Number: _____ Date: _____

Name: _____
Last First Middle

Other names under which my records may be located (former name, maiden name, etc)

Current Address: _____
Street City State/Zip No. of years

Former Address: _____
Street City State/Zip No. of years

Telephone: _____ Other Contact Phone: _____

Position applied for at USM: _____

Are you prevented from lawfully working in this country because of your visa or immigration status?
_____ Yes _____ No

Are you able to perform the functions of this job with or without accommodation?
_____ Yes _____ No

Education History

Education	Name/location of school	Years completed	Degree	Course/Major
High School				
College or Trade/Business School				
Graduate School				

Non-Discrimination Statement

In complying with the letter and intent of applicable laws and in pursuing its own goals of diversity, the University of Southern Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Contact the Executive Director, Office of Campus Pluralism & Equal Opportunity, (207)780-5094, TTY (207)780-5646 for questions and complaints.

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

Company 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? <input type="checkbox"/> Yes <input type="checkbox"/> No **	Telephone Number:		

Company Name:	City/State:	Describe Your Duties	
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Hours Per Week:	Reason for Leaving:		
Supervisor:	Beginning Salary	Ending Salary	
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Supervisor:	Beginning Salary	Ending Salary	
May we contact employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No **	Telephone Number:		

** 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 hiring department