



Please submit completed application by email, fax or mail. 175 Northeast Rd. Standish, ME 04084. Email: jderice@standish.org. Fax: 207-642-5181. If you have questions or need assistance, please call us at 207-642-2875.

I. Applicant Information

Position Applying for: _____ Date of Application: _____

Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home/Cell Phone: _____ Email: _____

Type of Employment Desired: Full Time Part Time Seasonal

Driver's License #: _____ State: _____ Expiration: _____ Class: _____

How did you hear about this position? Online Employee Relative Friend

II. Personal Information

Is there a current town employee who could serve as a character reference for you? YES NO

If yes, specify name and relationship: _____

Have you ever been employed by the Town of Standish? YES NO

If Yes, please provide dates: _____

Summer Positions Only: Are there any dates you cannot work between June-August? YES NO

If yes, please list and explain:

If you are under 16 and it is required, can you furnish a work permit? YES NO

Are you legally eligible for employment in this country? YES NO

Are you able to meet the attendance requirements of the position? YES NO

Will you work a flexible schedule if required? YES NO When are you available to interview? _____

If applying for a seasonal position, what is the first and last day you are available to work? _____

III. Education

Name and location of High School attended: _____ Highest grade completed: _____

Name and location of College/Vocational School attended: _____

Did you graduate? YES NO Degree: _____ Major: _____

IV. Employment History

From		Job Title			
To		Employer			
Address of Employer					
Duties of Position:					
Supervisor's Name & Title					
Reason for Leaving?				May we contact?	

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V. Experience and Interests

What experiences have you had to prepare you specifically for the job for which you are applying?

What skills or talents do you have that you feel would make you a valuable employee?

Why are you interested in working for the Standish Parks & Recreation Department?

Please check your areas of interest, hobbies, sports or activities you are involved with or have interest in:

Team Sports

Individual Sports

Outdoor Activities/Recreation

Arts & Crafts

Volunteer/Community Service

Music/Drama

VI. References

Please provide three business/work references that are not related to you. If not applicable, list three personal references that are not related to you

Name		Phone #		How long have you known?	
Describe how you know this person?					

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Applicant Statement

I certify that all information I have provided, to apply for and secure work with the Town of Standish, is true, complete and correct to the best of my knowledge.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the Town of Standish's employment whenever it is discovered.

I expressly authorize the Town of Standish, its representatives, employees or agents, to contact and obtain information from all references (personal or professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Town of Standish, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporation for furnishing such information about me.

I understand that the Town of Standish does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, and the Town of Standish reserves the same right to terminate my employment at any time, with or without prior notice, except as may be required by federal and state law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Town of Standish is authorized to make any assurances to the contrary and that no applied oral or written agreements contrary to the foregoing expressed language are valid unless they are in writing and signed by the Town Manager or his/her designee.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

Signature: _____ Date: _____

Mission Statement

The Parks and Recreation Department is committed to improving the quality of life in Standish by providing exceptional community experiences through diverse recreation programs and parks for people of all ages.

For Office Use Only

Date Received: _____ Interview Scheduled: _____ Background Check: _____

Hired: _____ Not Hired: _____ Position: _____