

APPLICATION FOR EMPLOYMENT

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE



Growing Opportunities, Inc.

**14 Paris St.
Suite 2
Norway, ME. 04268
PH(207) 743-0957
Fax (207)743-7824**

**1 Longfellow Square
Suite 303
Portland, ME. 04101
PH(207) 253-5169
Fax (207) 253-6074**

DATE _____

Name _____

Present Address _____

Social Security No. _____

Telephone No. _____

Position applied for _____

Salary desired _____

Days/hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

How many hours can you work weekly? _____ Can you work evenings? _____

Employment desired: -Full-time only -Part-time only -Either full time or part time

When available to start? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPL.	MAJOR & DEGREE
High School				
College				
Bus. Or Trade School				
Professional School				

Have you ever been convicted of a crime? -No -Yes

If yes, explain _____

Has there ever been any claim/complaint made against you documented by the Maine Department of Human Services, Bureau of Child and Family Services? -No -Yes

If yes, explain _____

DO YOU HAVE A DRIVER'S LICENSE? -Yes -No

What is your means of transportation to work? _____

Driver's license number _____ State of Issue _____

Expiration date _____

Have you had any accidents during the past three years? -Yes -No If yes, how many? _____

Have you had any moving violations during the past three years? -Yes -No If yes, how many? _____

Have you had any DUI, driving to endanger or similar charges during the past six years? -Yes -No

Please list three references. (Two professional references required)

1) Name _____ Position _____
Company _____ Address _____
Telephone () _____

2) Name _____ Position _____
Company _____ Address _____
Telephone () _____

3) Name _____ Position _____
Company _____ Address _____
Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Work Experience

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer _____

Name of last supervisor _____

Address _____

Employment dates From: _____ To: _____

Pay or Salary Start: _____ Final: _____

Tel. No. _____

Your last job title _____

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Work

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Attach additional sheets if necessary.

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_____	Pay or Salary Start: _____ Final: _____
Tel. No. _____	Your last job title _____
Reason for leaving (be specific) _____	
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May we contact your present employer? -Yes -No

I hereby authorize Growing Opportunities, Inc. and/or its agents to conduct such investigation of my application for employment as considered necessary. I authorize and request any and all former employers and/or business references to furnish information concerning my past job performance and work, salary, criminal and educational histories. I release from any liability the above named individuals furnishing such information. I recognize a photocopy of this authorization is a valid requisition. I understand that any false statements on my application are grounds for dismissal or withdrawal of any offer of employment.

Have you ever applied at Growing Opportunities, Inc. in the past? -Yes -No

How did you hear about Growing Opportunities positions?
(Which newspaper or website? Referred by whom?) _____

Date ____/____/____

Applicant Signature _____



PLEASE READ CAREFULLY

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigations of all statements contained herein and the reference listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause.

I understand that Growing Opportunities Inc. offers a benefits package for full-time employees and maintains personnel policies and procedures, any of which may be modified at any time by Growing Opportunities Inc. without prior notice.

I agree to notify Growing Opportunities Inc. of any future conviction of any crime while this application is pending or during my future employment.

I understand that it is solely my obligation to obtain and/or maintain any certification or licensure that is a requirement of my position as specified in my job description at Growing Opportunities Inc. and that failure to do so may lead to termination of employment.

Date ____/____/____

Applicant Signature_____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and your interest in our Agency