



BAR HARBOR, ME 04609 - TELEPHONE 207-288-8014

EMPLOYMENT APPLICATION

Read carefully, answer all questions, and sign application on back.
 Applications will be kept in active file for one year, reapply after this period.
 Birch Bay Village is an equal opportunity employer

Last Name		First		Middle Initial	CNA/PSS/CRMA Certificate #
Present Address		Street	City	State	Zip
Permanent Address (if different from present address)					Email Address
Position Applied for _____			Date Available for Employment _____		
Employment Status and Shift Desired					
<input type="checkbox"/> Regular		<input type="checkbox"/> Full Time		<input type="checkbox"/> Day	
<input type="checkbox"/> Temporary		<input type="checkbox"/> Part Time		<input type="checkbox"/> Evening	
				<input type="checkbox"/> Night	
U.S. Citizen		If No, State type of Visa and Alien Registration Number			
<input type="checkbox"/> Yes <input type="checkbox"/> No					
How were you referred for employment?			Have you worked here before? When?		
List professional or technical licenses, certifications, or registrations.					
Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime: If yes, explain:					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
EDUCATION					
HIGH SCHOOL	Name and Location			Circle Highest Grade Level	
				9 10 11 12	
VOCATIONAL SCHOOLS, TECHNICAL INSTITUTES	Course of Study			Did you Graduate?	
COLLEGE	Name and Location			Circle Years Completed	
				1 2 3 4	
ADVANCED DEGREE	Major Concentration			Degree Received	
ADVANCED DEGREE	Name and Location of Institution			Degree Received	
Resume or Curriculum Vitae enclosed.			If no, list applicable courses, training, work experience and skills.		
<input type="checkbox"/> Yes <input type="checkbox"/> No					

EMPLOYMENT HISTORY

Present or Last Employer		Address	Telephone
Dates Employed From To	Final Salary	Reason for Leaving	
Job Title and Duties			
			Name and Title of Supervisor
Second Last Employer		Address	Telephone
Dates Employed From To	Final Salary	Reason for Leaving	
Job Title and Duties			
			Name and Title of Supervisor
Third Last Employer		Address	Telephone
Dates Employed From To	Final Salary	Reason for Leaving	
Job Title and Duties			
			Name and Title of Supervisor

Please provide three references with phone numbers & titles.

I certify that the above information is correct and complete to the best of my knowledge. I understand that omissions or false statements on this application are cause for denial of employment or subsequent dismissal. I authorize Birch Bay Village to contact my former employers for references and to conduct an agency check for criminal convictions. My present employer may ____ / may not ____ be contacted at this time. I agree, if employed, to abide by Birch Bay Village policies. I understand that, if employed, I will be an "at will employee" and may terminate my employment or be terminated by Birch Bay Village at any time, for any reason.

Applicant's Signature _____ Date _____