

**Application For Employment**  
**Brunswick Housing Authority**  
**12 Stone Street, P.O. Box A, Brunswick, ME 04011**  
**207-725-8711**

Application Date: \_\_\_\_\_

Position or Type of Work Applied For: \_\_\_\_\_

If you have a resume, please attach it to this application. **You must also complete the entire application.**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Other number where you can be reached: \_\_\_\_\_

Have you ever been employed here before?  Yes  No

If yes, please give dates of employment: \_\_\_\_\_

Do you want to work:  Full Time  Part-time  Either

If part-time, specify days and hours: \_\_\_\_\_

If hired, when would you be available to begin work? \_\_\_\_\_

**EDUCATION**

School	Name and Address	Circle Last Year Completed	Degree or Diploma	Major or Course
Elementary		4 5 6 7 8		
High School		9 10 11 12		
Trade, Business School or College		1 2 3 4		
Other (including relevant training, workshops, & continuing education)				

**SKILLS / TRAINING**

If you are skilled in a trade, please list: \_\_\_\_\_

Are you licensed in that trade?  Yes  No Type of license \_\_\_\_\_

Have you learned any other skills through military service, work-study, volunteer work, continuing education, etc., which are appropriate for the job category applied for? \_\_\_\_\_

If the job you are applying for involves operating a vehicle, do you have a valid driver's license?  
 Yes  No License # \_\_\_\_\_ State \_\_\_\_\_

**WORK EXPERIENCE**

Please list your last five employers, beginning with the most recent and working backwards.

Employer's Name and Address	Position	Briefly Describe Your Duties
From: _____ To: _____ Month/Year Month/Year	Salary/ Hourly Rate	Reason for Leaving
Supervisor	Telephone	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:
Employer's Name and Address	Position	Briefly Describe Your Duties
From: _____ To: _____ Month/Year Month/Year	Salary/ Hourly Rate	Reason for Leaving
Supervisor	Telephone	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:

Employer's Name and Address	Position	Briefly Describe Your Duties
From: _____ To: _____ Month/Year Month/Year	Salary/ Hourly Rate	Reason for Leaving
Supervisor	Telephone	May we contact this employer for a reference? ___ Yes ___ No If no, please explain:
Employer's Name and Address	Position	Briefly Describe Your Duties
From: _____ To: _____ Month/Year Month/Year	Salary/ Hourly Rate	Reason for Leaving
Supervisor	Telephone	May we contact this employer for a reference? ___ Yes ___ No If no, please explain:
Employer's Name and Address	Position	Briefly Describe Your Duties
From: _____ To: _____ Month/Year Month/Year	Salary/ Hourly Rate	Reason for Leaving
Supervisor	Telephone	May we contact this employer for a reference? ___ Yes ___ No If no, please explain:

**REFERENCES**

Please list any additional professional references who are familiar with your work record.

Name                      Business                      Address                      Telephone                      Years Acquainted

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information or comments you wish to give: \_\_\_\_\_

Is there anything that would interfere with your ability to perform the job-related functions of the job for which you have applied?    Yes    No  
If yes, please describe any reasonable accommodations that would allow you to perform the job-related functions: \_\_\_\_\_  
\_\_\_\_\_  
Have you ever been **convicted** of any crime, other than a minor traffic violation?    Yes    No  
If yes, please describe and give date: \_\_\_\_\_  
(A conviction will not necessarily bar you from employment. The time, circumstances, seriousness, and nature of the violation and rehabilitation will be taken into consideration.)  
Are you prevented from lawfully becoming employed in this country because of your visa or immigration status?    Yes    No

**AUTHORIZATION AND CERTIFICATE OF APPLICANT**

I authorize the Brunswick Housing Authority (BHA) to contact the references and verify the educational degrees listed on my application and resume. I certify that all answers and statements contained in this application and on my attached resume are true to the best of my knowledge and belief. I understand that any false or misleading information may subject me to DISQUALIFICATION before appointment or DISMISSAL after appointment. I also understand that employment is contingent upon my providing proof of identity and the right to work, and may be contingent upon the successful completion of a pre-employment, post-offer medical examination.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the BHA shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability, or veterans status in employment or education. The BHA provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the BHA should be directed to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333-0051, 207-624-6050, TTY, 1-888-577-6690.*