

On Target Utility Services

Employment Application

In compliance with Federal and State laws, all qualified candidates will be considered for employment without illegal discrimination on the basis of race, religion, national origin, sex, sexual orientation, age, marital status, veteran's status, or physical or mental disability.

No question on this application is intended to secure information to be used for unlawful purposes. Consistent with the company's equal opportunity policy, applicants may request accommodations.

JOB INTEREST

Date	Position(s)	Job Code
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Other: _____		
<input type="checkbox"/> Current Employee (name): _____		
Desired salary range	Type of work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No

PERSONAL INFORMATION

Last Name	First Name	Middle Initial
Address	Street	City
		State
		Zip Code
Telephone Number(s)		Social Security Number (voluntary)
If you are under 18 years of age, can you provide required proof of your eligibility to work?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you every filed an application with us before: If yes, give date:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any relatives or friends that work here? If yes, who?		<input type="checkbox"/> Yes <input type="checkbox"/> No

MAINE, CONNECTICUT, VERMONT, RHODE ISLAND AND NEW YORK RESIDENTS ONLY PLEASE COMPLETE THE FOLLOWING SECTIONS

Within the last ten (10) years, have you been convicted of any motor vehicle violations or have you had any motor vehicle accidents resulting in a personal injury or property damage? If your answer to this question is "yes", please explain below. (Use additional sheets of paper, if necessary.)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Date	Nature of Accident or Violation (i.e. head-on, rear-ended, etc.)	Town/City	Final Disposition

Have you ever been convicted of a crime? If your answer to this question is "yes", please explain below:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Date	Offense or charge of conviction	Town/City	Final Disposition

MASSACHUSETTS AND NEW HAMPSHIRE RESIDENTS ONLY PLEASE COMPLETE THE FOLLOWING SECTIONS

Within the last five (5) years preceding the date of this application, have you been convicted of any motor	<input type="checkbox"/> Yes <input type="checkbox"/> No
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vehicle violations of the law or have you had any motor vehicle accidents resulting in a personal injury or property damage? **NOTE TO MASSACHUSETTS RESIDENTS ONLY:** Do **NOT** include or identify any first time conviction for speeding or minor traffic violations or convictions that are sealed criminal records. If any of these apply, you may check “no” on this application. If your answer to this question is “yes”, please explain below. (Use additional sheets of paper, if necessary.)

Date	Nature of Accident or Violation (i.e. head-on, rear-ended, etc.)	Town/City	Final Disposition

Within the last five (5) years preceding the date of this application, have you ever been convicted of a crime? Yes No
NOTE TO MASSACHUSETTS RESIDENTS ONLY: Do **not** include or identify any first time conviction for drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace, or convictions which are sealed criminal records. If any of these apply, you may check “no” on this application. If your answer to this question is “yes”, please explain below. (Use additional sheets of paper, if necessary.)

Date	Offense or charge of conviction	Town/City	Final Disposition

EDUCATION & TRAINING

	Name and Address	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

EMPLOYMENT HISTORY

May we contact your current employer? Yes No

EMPLOYMENT HISTORY: Starting with present or most recent, list your previous employers including self employment, summer and part-time jobs for the last TEN YEARS. This information must be completed in full even if accompanied by a resume. (Insert additional sheet if necessary.)

Employer	Supervisor name
Address	Telephone
Your position title	Dates employed
Job responsibilities	
Reason for Leaving	

Employer	Supervisor name
Address	Telephone
Your position title	Dates employed
Job responsibilities	
Reason for Leaving	

Employer	Supervisor name
Address	Telephone
Your position title	Dates employed
Job responsibilities	
Reason for Leaving	

Employer	Supervisor name
Address	Telephone
Your position title	Dates employed
Job responsibilities	
Reason for Leaving	

RESIDENCY HISTORY: Starting with present or most recent, list your residence(s) for the previous THREE years. (Insert additional sheet if necessary.)

Street:	Apt. #:
City, State, Zip:	
Dates of Residence:	
From:	To:
Street:	Apt. #:
City, State, Zip:	
Dates of Residence:	
From:	To:

REFERENCES

Name	Address	Phone Number

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days or until such time the position applied for has been filled. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date _____

**Contact Information:
On Target Utility Services
617 Water Street
Gardiner, Maine 04345

www.ontargetservices.com**