

Central Maine Motors
AN EQUAL OPPORTUNITY EMPLOYER
420 Kennedy Memorial Drive
Waterville, Maine 04901

EMPLOYMENT APPLICATION

EQUAL EMPLOYMENT OPPORTUNITY. Central Maine Motors is an equal opportunity employer, and does not discriminate against applicants or employees on the basis of race, color, sex, religion, marital status, national origin, age, veteran status, or physical or mental handicap. This policy of nondiscrimination extends to all terms and conditions and privileges of employment and to all personnel actions. Accommodations to enable all individuals to participate in the application process will be provided upon advance request.

(Please Print) LAST NAME / FIRST NAME / MIDDLE NAME SOCIAL SECURITY NUMBER

STREET ADDRESS / CITY / STATE / ZIP TELEPHONE NUMBER

PREVIOUS ADDRESS

Are you eligible to work in the U.S.? Yes No

Specify type or types of work desired: _____

Date of Birth (if under 18) _____

What type of work are you seeking? Full-time work Part-time work

Will you work any shift? Yes No If no, shift(s) you will work _____

Are you willing to work overtime? Yes No Are you willing to work weekends? Yes No

Do you have transportation? Yes No Date you can start work: _____

Have you ever been convicted of a crime? Yes No If yes, provide all detail (conviction of a crime will not automatically disqualify you from employment) _____

Referred to Central Maine Motors by: _____

Have you ever been employed by Central Maine Motors? _____

If so, give date and reason for leaving: _____

Have you applied to work for Central Maine Motors before? _____

If so, when? _____

EMPLOYMENT RECORD

List below all current and former employers, beginning with the most recent. Account for ALL periods between jobs. Include U.S. Military service (branch of service, dates of duty, rank at discharge and whether honorable or dishonorable discharge). Attach separate sheets if necessary.

NAME AND ADDRESS OF EMPLOYER (Last Employer First)	NAME AND TELEPHONE NUMBER OF IMMEDIATE SUPERVISOR	YOUR TITLE AND DUTIES	SALARY	DATE EMPLOYED	DATE TERMINATED
1.					
2.					
3.					
4.					

Reason for Leaving: (List reason for each employer).

1. _____

2. _____

3. _____

4. _____

Please check employers listed above we may contact for references. 1 2 3 4

1. Are you licensed to drive? Yes No If yes, in what state? _____ License #: _____
2. Is your license currently under suspension for any reason? Yes No
If yes, explain: _____
3. Are there any other experiences, skills or qualifications which you feel would especially qualify you for other types of work at Central Maine Motors? (e.g., computer, word processor, body shop repair work) _____
4. Are you able to perform the tasks (both essential and non-essential) of the position(s) for which you wish to be considered with or without an accommodation? Yes No If no, please explain:

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND LOCATION	MAJOR/ DEGREE	DID YOU GRADUATE?	NUMBER OF YEARS COMPLETED
High School				
College				
Trade/ Business School				

Describe any educational course(s), program(s) you are enrolled in and indicate the target date for completion.

List other work experiences and/or skills, knowledge, talents, business licenses, or other job-related experiences not covered elsewhere:

PLEASE READ THE FOLLOWING BEFORE SIGNING THIS APPLICATION.

APPLICANT RESPONSES: I represent that my responses set forth in this Application are truthful, accurate and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment evaluation process shall be grounds both for rejecting my Application for employment and, should I be hired by Central Maine Motors, termination of my employment.

REFERENCES: I authorize representatives of Central Maine Motors to contact educational institutions, state and federal agencies to conduct criminal history records checks and employers designated in this Application for purposes of verification and investigation of my educational, criminal record and employment background and performance. Such individuals and organizations are authorized to release such information as may be requested by Central Maine Motors representatives. I hereby release all such persons from liability or damages incurred as a result of furnishing such information. I understand that an unsatisfactory reference shall be grounds both for rejecting my Application for employment and, should I be hired by Central Maine Motors, termination of my employment.

INVESTIGATIONS: Should I be employed by Central Maine Motors, I understand that I could be subject to an outside probe if accused of wrongdoing.

MEDICAL EXAMINATIONS: Central Maine Motors desires to maintain a safe and healthy working environment for the benefit of all employees. Where there is reasonable question as to whether or not I can safely perform the duties of my job due to my physical or mental condition, Central Maine Motors shall have the right to require that I submit to physical or mental examinations for purposes of receiving medical confirmation that I can safely perform the duties of my job. Any and all such examinations shall be for job-related purposes only and shall be performed by a medical advisor or advisors selected and paid for by Central Maine Motors. I hereby release all such information to Central Maine Motors and waive any right of confidentiality.

NON-BINDING APPLICATION AND INTERVIEW PROCESS: Submission of the Application does not entitle me to be interviewed by Central Maine Motors. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of Central Maine Motors to provide any benefit to me.

DURATION OF THIS APPLICATION: This Application shall be pending, unless withdrawn by me, until Central Maine Motors makes a decision on whether or not to hire me or until the 30th day after submission of this Application to Central Maine Motors, whichever occurs first. If no action is taken on my Application within the 30-day period, I understand that I must re-apply to Central Maine Motors in order to be considered for employment.

COMPLIANCE WITH CENTRAL MAINE MOTORS RULES AND POLICIES: Should I be employed by Central Maine Motors, I agree to comply with any and all employment rules and policies of Central Maine Motors.

After reading all of the terms of this application, I hereby affirm that I understand and agree to the provisions of the same. I also agree that my employment with Company is on an "at-will" basis, meaning that such employment may be permanently discontinued by either Company (through discharge or lay-off) or myself (through voluntarily quitting) at any time without notice and without any recourse of any kind by either party. I expressly agree and understand that this is the entire agreement between Company and me on the subject of discharge, termination and/or layoff, and it may be changed only by an agreement in writing signed by the President of the Company. I agree to conform to Company's rules and I also agree that I shall be subject to other conditions which Company may adopt. I affirm that the information in this application is true and complete, and any intentional deception herein may be considered sufficient cause for dismissal.

Date

Signature