

**APPLICATION FOR EMPLOYMENT**



**Please Print Clearly**

Today's Date \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ (Maiden Name) \_\_\_\_\_

MAILING Address: Street, Apt #, or PO Box #, etc; \_\_\_\_\_ City, State, Zip \_\_\_\_\_ SSN: \_\_\_\_\_

PHYSICAL Address ( If Different ) \_\_\_\_\_ Home Telephone: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Cell/ Alternate Ph#: \_\_\_\_\_

Have you ever applied for employment with MSG in the past? \_\_\_\_\_  
Yes \_\_\_ No \_\_\_ If yes, when and which office location? \_\_\_\_\_ Cell/Service Provider (for TXT purposes only) \_\_\_\_\_

Are you 18 years of age or older? If not 18, can you furnish a work permit if required? Yes \_\_\_ No \_\_\_ How did you hear of us? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? \_\_\_\_\_  
(Proof of citizenship or immigration status will be required if employed) Yes \_\_\_ No \_\_\_

Are you responding to a specific job posting? Yes \_\_\_ No \_\_\_ If Yes, what position/job? \_\_\_\_\_

Available starting date: \_\_\_\_\_ 'Minimum' Acceptable Starting Pay Rate:\$ \_\_\_\_\_ Shifts available: 1 2 3

Days of Week Available? (circle all that apply) M T W Th F S Sun (circle all that apply)

Circle Job Search Preferences: Full-Time Part-Time Project/Temporary Seasonal

Do you possess a valid drivers license? Yes \_\_\_ No \_\_\_ Do you have your own vehicle/transportation? Yes \_\_\_ No \_\_\_

If no, please describe how you plan on getting to and from work: \_\_\_\_\_

How many Miles are you willing to travel to work: \_\_\_\_\_

Education: Please list, starting with high school and including college and/or vocational training

School name and location (city, state)	Courses of study / Degree level	Graduate?
_____	_____	Yes ___ No ___
_____	_____	Yes ___ No ___
_____	_____	Yes ___ No ___

Please list any skills, training, certifications, special licenses, etc., you possess relating to your qualifications: \_\_\_\_\_

Are you presently a member in the National Guard or Reserve? Yes \_\_\_ No \_\_\_

Have you ever had any job related training/or experience in the U.S. Military that you would like considered for evaluation purposes: \_\_\_\_\_

Person to notify in case of emergency: \_\_\_\_\_ Telephone number(s): \_\_\_\_\_

**Augusta**  
324 Eastern Ave.

**Bangor**  
277 State Str.

**Biddeford**  
321 Elm Str.

**Lewiston**  
675 Main Str.

**Greater Portland**  
91 Larrabee Rd.  
Westbrook

**Presque-Isle**  
30 Parsons Str.

**Corporate Office: Brunswick**

**EMPLOYMENT HISTORY** ( most recent first, complete all information )

<b>Company</b> _____	Address _____	Phone _____
Dates: From _____ To _____	Pay: Start _____ End _____	Supervisor _____
Duties _____	Reason for leaving _____	
<b>Company</b> _____	Address _____	Phone _____
Dates: From _____ To _____	Pay: Start _____ End _____	Supervisor _____
Duties _____	Reason for leaving _____	
<b>Company</b> _____	Address _____	Phone _____
Dates: From _____ To _____	Pay: Start _____ End _____	Supervisor _____
Duties _____	Reason for leaving _____	
<b>Company</b> _____	Address _____	Phone _____
Dates: From _____ To _____	Pay: Start _____ End _____	Supervisor _____
Duties _____	Reason for leaving _____	

Please list three additional professional references, not related to you, that you have known for at least one year:

Name	Address and phone	Years acquainted
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, or the presence of a non-job related medical condition or handicap.

**PLEASE READ THE FOLLOWING BEFORE SIGNING THIS APPLICATION:**

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination. I understand also, that I am required to abide by all policies and procedures of Maine Staffing Group and its affiliate agencies.

I certify that the answers given herein are true and complete to the best of my knowledge.

I understand that if I am a claimant for Unemployment Compensation Benefits that failure to report for an accepted interview or work may effect my eligibility for Unemployment Compensation Benefits.

Completion of this employment application will in no way constitute an offer or guarantee of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

ACCOUNT MANAGER: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**INDUSTRIAL**

Please circle the **skills or relevant work experience** you have qualifications for:

**Warehouse**

**Forklift Operator:**  
Certified? Y N

**Shipping**

**Receiving**

**Order Selector**

Inventory

**Packing**

**Assembly**

**Construction:**

Framing, Roofing, Masonry, Tile,  
Demolition, Carpentry-Rough,  
Carpentry-Finish, Drywall/Finish, Other: \_\_\_\_\_  
Have own tools? Y N RESIDENTIAL: \_\_\_\_\_ COMMERCIAL: \_\_\_\_\_

**Plumbing:** \_\_\_ Helper \_\_\_ Licensed

**HVAC:** \_\_\_ Helper \_\_\_ Licensed

**Equipment Operator:** (circle all that apply)

Front End Loader, size \_\_\_\_\_, Dozer, Skidder, Boom-Lift, Scissor-Lift, Skid-Steer,

Excavator, size \_\_\_\_\_ Crane: type and size: \_\_\_\_\_

Other Skills Not Listed Above – be specific: \_\_\_\_\_

\*\*\*\*\*

**OFFICE SUPPORT / CLERICAL**

Please circle the **skills or relevant work experience** you have qualifications for:

**Multi-Line Phone,** #lines? \_\_\_\_\_

**Filing:** Alpha Numerical

**Computer Programs:** (circle all that apply)

**Microsoft Office Products & versions of:**  
(circle or check-off all products & versions that apply)

**Can You... ?**

Mail Merge \_\_\_\_\_

Create Forms \_\_\_\_\_

Formulas \_\_\_\_\_

Charts/Graphs \_\_\_\_\_

Flowcharts \_\_\_\_\_

Macros \_\_\_\_\_

**MS Word:** Most Recent Version: \_\_\_\_\_  
 Beginner  Intermediate  Advanced

**MS Excel:** : Most Recent Version: \_\_\_\_\_  
 Beginner  Intermediate  Advanced

**MS Powerpoint:** : Most Recent Version: \_\_\_\_\_  
 Beginner  Intermediate  Advanced

**MS Outlook:** : Most Recent Version: \_\_\_\_\_  
 Beginner  Intermediate  Advanced

**MS Access:** : Most Recent Version: \_\_\_\_\_  
 Beginner  Intermediate  Advanced

**Switchboard**

**Data-Entry:** Alpha Numerical

**PC Operating Systems, etc:**  
(circle all products & versions that apply)

Windows Operating Systems: (circle)  
XP VISTA 7 8

**Mac/Apple: versions:** \_\_\_\_\_

**Linux**

**MAS 90 (State of Maine)**

**AS-400**

**Other:** \_\_\_\_\_

**Other Software:** (indicate any/all that apply)

**Quickbooks or Quickbooks PRO Accounting,** version? \_\_\_\_\_ **Peachtree Accounting?** Version? \_\_\_\_\_

**Lotus Notes, WordPerfect, Others?** \_\_\_\_\_

**Graphics Programs:** AutoCAD, Microstation, Adobe Photoshop, others? \_\_\_\_\_

**PLEASE FEEL FREE TO ADD ANY ADDITIONAL SKILLS/TRAINING THAT IS NOT INCLUDED ABOVE, HERE:** \_\_\_\_\_

Own Steel-Toed Workboots: Y N

Own Hard-Hat: Y N

Own Harness?: Y N

Heights OK? Y N

Stairs / Ladders OK? Y N

Own Tools? \_\_\_\_\_

**VOLUNTARY SELF-IDENTIFICATION**

**EEOC**

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to invite applicants to self-identify gender, ethnicity, veteran and disability, and complete an EEO-1 report each year, and in the cases of Federal contractors and sub-contractors, an EEO 4212 each year. Completion of this form is voluntary and will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for EEO reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return completed forms to the HR/Compliance office.

Name (print) \_\_\_\_\_  
Last First MI

**RACE OR ETHNIC IDENTITY**

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American
- Native Hawaiian or Pacific Islander
- American Indian or Alaskan Native
- Two or More Races (Not Hispanic or Latino)
- Asian
- Choose Not To Disclose

**GENDER**

- Male
- Female
- Choose Not To Disclose

**OTHER**

- Individual with Disabilities
- Choose Not To Disclose

**PROTECTED VETERAN STATUS**

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL **If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below.**

- Protected Veteran Status
- Choose Not to Disclose

Signature: \_\_\_\_\_

Date Completed : \_\_\_\_\_

*This form will be separated from your employment application and other personnel file documents; it will be forwarded to the HR/Compliance office for completely separate EEOC/AA recording purposes only.*