



39 Commercial Street  
P.O. Box 7006  
Portland, Maine 04112-7006  
Phone: (207) 842-2000  
Fax: (207) 842-2222

**APPLICATION FOR EMPLOYMENT**

*To Applicant: We deeply appreciate your interest in our organization. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, disability or handicap, disabled or Vietnam era veteran status, or any other legally protected status.*

**Personal Information**

Date of Application: \_\_\_\_\_ On what date would you be available to work: \_\_\_\_\_

Position Applying For: \_\_\_\_\_ Pay Expected: \_\_\_\_\_

<b>Name:</b> _____			
(Last)	(First)	(Middle)	
_____/_____/_____	(____)_____	(____)_____	
Social Security #	Home Telephone	Work Telephone	
<b>E-Mail Address:</b> _____			
<b>Address:</b> _____			
(Street)	(City)	(State)	(Zip)

Yes No Have you ever applied for employment with us? (If yes, give date) \_\_\_\_\_

Yes No Were you ever employed by us? (If yes, give date) \_\_\_\_\_

Yes No Are you willing to work overtime as required?

Yes No Are you 18 years or older? If no, do you have a valid work permit? \_\_\_\_\_

Yes No Can you travel if the job requires it?

Yes No Are you eligible for employment in the United States?

Yes No Apart from religious observance, are you available for full time work?

Yes No Do you have any medical conditions that we need to be aware of? If yes, please explain (this does not affect our consideration for your employment) \_\_\_\_\_

Yes No Do you require parking?

Yes No Are you familiar with European Geography? Circle one: Excellent Good Average Poor

Check days available: Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Please indicate hours available: \_\_\_\_\_

Yes No Do you have any conflicts or vacation time needed, already planned? Please explain \_\_\_\_\_

**REFERRAL SOURCE**

Do you have friends or relatives currently working at Auto Europe?    Yes    No

If yes, please state name(s) \_\_\_\_\_

How were you referred to us?    Newspaper Ad    Online Ad    Employment Agency    Other

**SPECIAL SKILLS AND QUALIFICATIONS**

Do you speak any foreign languages fluently?    Yes    No    If yes, please list them below:

\_\_\_\_\_

PC SOFTWARE	Beginner	Intermediate	Advanced
EXCEL			
WORD			
WINDOWS			
OUTLOOK			

Please list any special training or skills you may have:

\_\_\_\_\_

**EDUCATIONAL DATA**

SCHOOL	Name & Address of School	Course of Study	Circle Last Year Completed	Did you Graduate	List Diploma or Degree
High School			1 2 3 4	Y    N	
College			1 2 3 4	Y    N	
Other (Specify)			1 2 3 4	Y    N	

Please list any other information you think would be helpful to us in considering you for employment, such as academic honors, accomplishments, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

List each job starting with your most recent. Account for any time during this period that you were unemployed. *Please include your resume if available.*

**Company Name**

**Telephone**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Date of Employment**

**From:            To:**

\_\_\_\_\_  
**Name of Supervisor**

\_\_\_\_\_  
**Monthly Pay:**

**Start:            Last:**

\_\_\_\_\_  
**State Job Title & Major Duties**

\_\_\_\_\_  
**Reason For Leaving**

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**Company Name**

**Telephone**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Date of Employment**

**From:            To:**

\_\_\_\_\_  
**Name of Supervisor**

\_\_\_\_\_  
**Monthly Pay:**

**Start:            Last:**

\_\_\_\_\_  
**State Job Title & Major Duties**

\_\_\_\_\_  
**Reason For Leaving**

\*\*\*\*\*

**Company Name**

**Telephone**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Date of Employment**

**From:            To:**

\_\_\_\_\_  
**Name of Supervisor**

\_\_\_\_\_  
**Monthly Pay:**

**Start:            Last:**

\_\_\_\_\_  
**State Job Title & Major Duties**

\_\_\_\_\_  
**Reason For Leaving**

\*\*\*\*\*

**Please explain periods of unemployment below:**

PROFESSIONAL OR PERSONAL REFERENCES

<p><b>Name / Relation</b> _____</p> <p><b>Phone # Work</b> _____ <b>Phone # Home</b> _____</p> <p>***** **</p> <p><b>Name / Relation</b> _____</p> <p><b>Phone # Work</b> _____ <b>Phone # Home</b> _____</p> <p>***** **</p> <p><b>Name / Relation</b> _____</p> <p><b>Phone # Work</b> _____ <b>Phone # Home</b> _____</p>
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**Yes No Other than traffic violations, have you ever been convicted of a crime?  
If Yes, when and for what offense? Please explain below:**

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***Criminal convictions are not an automatic bar to employment. The nature and date(s) of the offense(s), relevance to the position sought & efforts at rehabilitation will be among factors considered.***

**We may contact the employers and references listed above unless you indicate those you do not want us to contact. Please do not contact the following employer(s) or reference(s). Please give reason:**

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**JOB APPLICANT'S AGREEMENT AND CERTIFICATION**

**I certify that the information given by me in this application (and accompanying resume, if any) is true in all respects, and agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize past employers, all references, and any other persons to answer all questions asked concerning previous employment record. I release all such persons from any liability or damages on account of having furnished such information.**

**I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract.**

**I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the Company or myself. I understand that no management official other than the Chairman of the Company has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.**

**I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time. The employer reserves and retains the right to make changes in terms and conditions of my employment as the employer determines is appropriate.**

**I understand that this application will be kept on active file for 90 days from the date completed, after which time I would have to reapply in accordance with established Company procedures.**

**If the Company decides to engage an investigative consumer reporting agency to report on my credit or personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.**

**Signature:**

**Date:**

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