



APPLICATION FOR EMPLOYMENT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)		Date of Application
Applicant's Address (Street)		Applicant's Address (City, State, Zip)
Telephone () ()	Business telephone where you can be reached () ()	May we contact you there? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position(s) Applied For (List Job Titles)		Status Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
Date Available for Work	Salary Requirements	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you filed an application or been employed at Hardypond before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes give date(s)		List any friends or relatives employed by the company. What is the relationship?
Are you eligible to be lawfully employed in the United States (proof of citizenship or immigration status will be required upon employment)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide all detail (<i>Conviction of a crime will not automatically disqualify you from employment</i>)		
Are you licensed to drive? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in what state? _____ License # _____ Is your license currently under suspension for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.		

EMPLOYMENT EXPERIENCE

(List each job held. Start with your present or last job. Include military service assignments and volunteer activities.)

Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
1	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
2	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
3	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT EXPERIENCE CONTINUED

Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
4	Supervisor	Reason for Leaving		
	Work Performed		May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

PLEASE EXPLAIN GAPS IN EMPLOYMENT GREATER THAN 90 DAYS

Dates	Reason

REFERENCES*(List professional references only. Do not list friends or relatives)*

Name and Title	Address / Phone Number
1.	
2.	
3.	

EDUCATION

Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma / Degree
High School				
College				
Other (Specify)				

PRE-EMPLOYMENT STATEMENT

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 Hardypond, termination of my employment.

I authorize representatives of Hardypond 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 a Hardypond representative. 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 Hardypond, termination of my employment.

Please be aware that Hardypond is required to report New Hire information to the State of Maine, Department of Human Services, Division of Support Enforcement and Recovery weekly or within 7 days of the date of hire. The Company complies with this legal requirement.

Submission of the application does not entitle me to be interviewed by Hardypond. 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 Hardypond to provide any benefit to me. This Application shall be pending, unless withdrawn by me, until Hardypond makes a decision on whether or not to hire me or until the 30th day after submission of this application to Hardypond, whichever occurs first. If no action is taken on my Application within a 30-day period, I understand that I must re-apply to Hardypond in order to be considered for employment. Should I be employed by Hardypond, I agree to comply with any and all employment rules and policies of Hardypond.

Date

Applicant Signature