



# UNIVERSITY OF MAINE AT AUGUSTA APPLICATION FOR SALARIED EMPLOYMENT

Position or type of work applied for: \_\_\_\_\_ Application date: \_\_\_\_\_

Please attach your resume to this application and complete the application. **Please refer to the job announcement for other materials that are required to be considered for a specific opening. Note: Incomplete application packets may not be considered.**

The University provides reasonable accommodations to enable applicants with disabilities to participate in the job application and interview process. If you need assistance, please contact the Human Resources Office at (207) 621-3100 (voice) or via TDD at (207)-621-3107 or 800-316-3600. (The 800 number is available within Maine only.)

## PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last
First
Middle

Present address: \_\_\_\_\_  
Street
City
State
Zip

Other address (if any) where you can be contacted: \_\_\_\_\_  
Street
City
State
Zip

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Other number where you may be reached: \_\_\_\_\_

Have you ever worked for the University System? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide campus, department, title, and dates of employment: \_\_\_\_\_

If hired, when would you be available to begin work? \_\_\_\_\_

## EDUCATION

If educational background is provided on your resume and includes **all** information requested here, you may skip this section.

School	Name and Address	Circle Last Year Completed	Degree or Diploma	Major or Course
High School		9 10 11 12		
Trade School		1 2 3 4		
College or Business School		1 2 3 4		
Graduate or Professional School		1 2 3 4		



**EMPLOYMENT HISTORY** (continued)

Employer's name and address	Position	Briefly describe your duties:
From _____ To _____ month/year month/year	Salary	Reason for leaving
Supervisor	May we contact this employer for a reference? ___ Yes ___ No. If no, please explain:	Telephone

Employer's name and address	Position	Briefly describe your duties:
From _____ To _____ month/year month/year	Salary	Reason for leaving
Supervisor	May we contact this employer for a reference? ___ Yes ___ No. If no, please explain:	Telephone

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From _____ To _____ month/year month/year	Salary	Reason for leaving
Supervisor	May we contact this employer for a reference? ___ Yes ___ No. If no, please explain:	Telephone

**REFERENCES** (Please list any additional professional references who are familiar with your work record.)

Name	Business	Complete Address	Telephone	Years Acquainted
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Additional information or comments you wish to provide: \_\_\_\_\_  
\_\_\_\_\_

The University permits the employment of close relatives. However, an employee who is a close relative of an applicant may not participate in employment decisions involving that applicant. To help us carry out this policy, please list names and departments of any relatives working for the University.

\_\_\_\_\_  
\_\_\_\_\_

Is there anything that would interfere with your ability to perform the job-related functions of the job for which you have applied? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please describe any reasonable accommodations that would allow you to perform the job-related functions: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been **convicted** of any crime other than a minor traffic violation? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If yes, please describe and provide date: \_\_\_\_\_  
(A conviction will not necessarily bar you from employment. The time, circumstances, seriousness, and nature of the violation and rehabilitation will be taken into consideration.)

Are you authorized to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

The University requires proof of citizenship or immigration status from all new employees at the time of hire.

The University of Maine at Augusta issues an Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. This report contains safety and security policies and procedures for students, employees, and visitors and selected crime statistics. A copy of this report is available on the web at [www.uma.edu/securityreport.html](http://www.uma.edu/securityreport.html) or from the Office of Administrative Services, University of Maine at Augusta, 46 University Drive, Augusta, Maine 04330 (207-621-3100 or instate 1-877-UMA-1234).

**AUTHORIZATION AND CERTIFICATE OF APPLICANT**

I authorize the University to contact the references and verify the educational degrees listed on my application and resume. I certify that all answers and statements contained in this application and on my attached resume are true to the best of my knowledge and belief. I understand that any false or misleading information may subject me to **DISQUALIFICATION** before appointment or **DISMISSAL** after appointment. I also understand that employment is contingent upon my providing proof of identity and the right to work, and may be contingent upon the successful completion of a pre-employment, post-offer medical examination.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine at Augusta shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the Director of Equal Opportunity, University of Maine at Augusta, Farmhouse, 46 University Drive, Augusta, Maine 04330 (207) 621-3110 or via TDD at (207) 621-3107 or 800-316-3600 (within Maine). Inquiries about discrimination may also be referred to the Office for Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491. Phone: 617-289-0111 (voice) or 877-521-2172 (TDD).