

Employment Opportunity

City of Sanford, Maine 04073



Full Time MCJA Certified Police Officer

The City of Sanford is accepting applications for the position of Full Time MCJA Certified Police Officer with the Sanford Police Department.

Applicants must be a high school graduate or hold a GED and be at least 21 years old at the time of hire. **POSSESSION OF A MAINE CRIMINAL JUSTICE ACADEMY FULL-TIME POLICE OFFICER CERTIFICATION OR FULL-TIME POLICE OFFICER CERTIFICATION FROM ANOTHER STATE THAT WILL BE ACCEPTED BY THE MCJA IS REQUIRED. ANY OUT OF STATE CERTIFICATION WILL ALSO NEED THE MCJA ALERT CERTIFICATE.**

The Sanford Police Department is a community and service-oriented law enforcement agency dedicated to problem-solving. The City of Sanford offers a competitive salary, comprehensive benefit package, including a 25 year/no age retirement plan, health insurance, disability insurance, educational pay incentives and an environment conducive to personal growth. Sworn law enforcement service with any law enforcement agency of comparable size and/or equivalent duties and responsibilities will also be considered in starting hourly wage.

Applications will be reviewed as received.

Application and instruction packets must be obtained from the Human Resources Department or online @ www.sanfordmaine.org and be returned to:

Stacy Howes, Director
Human Resources Department
City of Sanford, Maine
919 Main Street
Sanford, Maine 04073

The City of Sanford is an equal opportunity employer.

Post: Friday, July 31st, 2020

Deadline: Friday, September 25th, 2020 at 4:30 PM



City of Sanford, Maine

Human Resources Department

919 MAIN STREET, SANFORD, MAINE 04073

FAX (207) 324-9124

City of Sanford Benefits Police Officer

July 2020 Wage:

Base Hourly Rate:
Hire Rate: \$24.30/hr.
Upon Completion of 1 Year: \$25.08/hr.

**A new hire may start at a higher starting rate due to experience and/or college education credit hours. (Up to an additional 10% educational incentive) per the Collective Bargaining Agreement.

MPERS – 3C Special Plan – 2/3 of their Annual Final Compensation Average of the three highest years of earnable compensation upon the completion of twenty five (25) year of creditable service.

*The City of Sanford contributes 12.9% of annual salary per year.

*Employees are required to contribute 9.5% of weekly base wage.

Health Insurance - 1/1/2020:

POS – 200 Plan:

Employee – 20% of Annual Insurance Premium paid by Employee
\$112.84 week/ \$5,867.63 per year (Family or Emp./Spouse)
\$82.08 week/ \$4,268.09 per year (Emp./Children)
\$50.31 week/ \$2,616.08 per year (Single Plan)

City of Sanford - 80% Annual Insurance Premium paid by City

Family or Emp/Spouse Plan: \$ 23,469.88
Emp/Child(ren) Plan: \$ 17,072.16
Single Plan: \$ 10,464.19

HRA – 100% Premium paid by City (POS – 200 Plan Only) – Covers Towards Co-Insurance and Deductible Only

HRA Family, Emp/Spouse or Emp/Child(ren) \$ 2,380.00
HRA Single \$ 1,190.00

POS – C Plan:

Employee – 20% of Annual Insurance Premium, Plus POS 200
Difference paid by Employee
\$141.58 week/ \$7,362.16 per year (Family or Emp./Spouse)
\$102.99 week/ \$5,355.48 per year (Emp./Children)
\$63.13 week/ \$3,282.76 per year (Single Plan)

City of Sanford - 80% Annual Insurance Premium paid by City

Family or Emp/Spouse Plan:	\$ 24,665.66
Emp/Child(ren) Plan:	\$ 17,941.20
Single Plan:	\$ 10,997.38

*Opt out of City Insurance Benefit: \$6,000.00 – Pro-rated upon the first year of employment in which employee is eligible for insurance.

Dental Insurance – 100% Employee Contribution

Family or Emp/Child(ren) :	\$32.97 per week
Emp/Spouse:	\$17.27 per week
Single:	\$10.01 per week

Income Protection: (short term disability = 70% of Gross Weekly Wage)
\$2.85 per week

Life Insurance: The City of Sanford pays premium equal to
Annual Salary in life insurance

MainePERS Life Insurance – Additional Coverage available
100% Employee Contribution.

Sick Accrual –Accrues 112 hours annually on 1/1/2021. To be pro-rated
as of date of hire.

Vacation Accrual – Per Bargaining Agreement, 1 week (40 hours) upon
start date, 2 weeks (80 hours) upon completion of 1 year of employment.

Holiday Buy Out – 92 Hours annually – total of 12 holidays. To be paid in
their regular weekly paycheck as the holiday occurs.

Telephone Allowance – Paid each year in June \$40.00 per month for prior
July – June *Prorated during the 1st year of employment.

Cleaning Allowance – Paid each year in June \$20.00 per month for the
prior July – June *Prorated during the 1st year of employment.

AFLAC - Optional Enrollment Upon Hire – Annual Enrollment City wide
each year in June for July 1st effective date.

FSA – Flexible Spending Account: Annual Enrollment each year in
November to co-inside with health insurance open enrollment. 100%
Employee contributions. Eligible to enroll upon employment or during open
enrollment only – unless qualifying event.

**CITY OF SANFORD
JOB DESCRIPTION**

DEPARTMENT: POLICE

JOB CLASSIFICATION: POLICE OFFICER

PAY GRADE: NON-EXEMPT

REPORTS TO: RANKING OFFICER

SUPERVISES: NONE

General Nature of Work

This is a highly responsible position involved in carrying out general police duties that protect the lives and property of the citizens of the City of Sanford through the enforcement of laws and ordinances.

Under general supervision, interacts with a socially diverse population, employs discretion in problem solving, performs a wide variety of duties involved in the enforcement of laws and the prevention of crimes; controls traffic flow and enforces State and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

Assignments and general instructions are received from Police Officers of superior rank. Work is reviewed through reports, direct observation, discussion and results achieved.

Job Environment

The environment conditions herein are representative of those that must be met by an employee to successfully perform the essential functions for this job.

Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration; potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be loud due to sirens, firearm training, etc. Officers are required to work various shifts including evenings and weekends.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Arrest and detention of suspects
 - a. Advise persons of constitutional rights (Miranda Warning)
 - b. Arrests persons pursuant to a warrant
 - c. Conduct warrantless arrests
 - d. Inspect vehicle for weapons and contraband before and after prisoner transport

2. Control civil disorder
 - a. Control hostile groups
 - b. Use crowd management techniques

3. Collection and preservation of evidence
 - a. Collect evidence and property from crime scene
 - b. Document chain of custody
 - c. Secure crime scene
 - d. Record location of evidence
 - e. Mark/label process evidence

4. Crime scene search
 - a. Determine area of crime scene
 - b. Search crime scenes for evidence
 - c. Conduct on scene suspect identifications

5. Vehicle operation
 - a. Engage in emergency driving in urban and rural environments
 - b. Engage in pursuits
 - c. Operate vehicle in adverse weather and lighting conditions
 - d. Operate vehicle for long periods of time
 - e. Enter data and write reports with mobile data terminal

6. Emergency preparedness / disaster control.
 - a. Determine existence of hazardous materials at accident scenes
 - b. Evacuate persons from dangerous areas
 - c. Secure accident scenes

7. Interview and interrogation
 - a. Interview victims, and witnesses in crime investigations
 - b. Interrogate suspects in crimes
 - c. Document statements
8. Motor vehicle crash prevention
 - a. Take precautions to prevent additional crashes at vehicle crash scenes
9. Patrol operations
 - a. Respond to crimes in progress
 - b. Respond to emergency and non-emergency situations
 - c. Assist the public
 - d. Provide traffic control
10. Deadly force
 - a. Draw weapon to defend self or third party
 - b. Discharge firearm at person
 - c. Discharge firearm at night or in dark environment
 - d. Participate in firearms training
 - e. Clean and inspect firearm
11. Physical force
 - a. Break up fights between two or more persons
 - b. Carry immobile person
 - c. Subdue physically aggressive person
 - d. Use methods of arrest and control tactics
 - e. Subdue person resisting arrest
12. Respond and investigate
 - a. Murder
 - b. Sexual assault
 - c. Robbery
 - d. Assault
 - e. Burglary
 - f. Arson / Bombing incidents
 - g. Weapons / firearm offenses
 - h. Domestic violence
 - i. Traffic accidents
 - j. Unattended deaths / suicide
 - k. Disasters

13. Emergency medical assistance
 - a. Perform appropriate first aid
 - b. Assist EMS personnel as needed

Requirements of Work

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties

Knowledge of:

1. Applicable Federal law, State law, local ordinances and regulations.
2. Police methods and procedures including patrol, crime prevention, traffic control, and investigation.
3. Rules of evidence pertaining to the search and seizure and the preservation of evidence.
4. Operational characteristics and use of firearms and other modern police equipment.
5. Techniques and applications of self-defense and proper use of force
6. English usage, spelling, grammar, and punctuation.
7. Basic principles of business letter writing and basic report preparation.
8. Geography of local area
9. Standard broadcasting procedures of the police radio system
10. Principles and applications of public relations
11. Methods and techniques used in interviewing witnesses, victims, or suspects

Ability to:

1. Perform a wide range of law enforcement assignments
2. Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations

3. Interpret and explain City law enforcement policies and procedures
4. Think clearly and act quickly in a variety of situations
5. Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment
6. Operate specialized law enforcement equipment including police vehicles, radios, video systems, and radars
7. Conduct a variety of criminal and special investigations
8. Interview victims, complainants, witnesses, and suspects
9. Control violent people and affect arrests
10. Prepare concise reports and routine correspondence
11. Prepare and make presentations related to law enforcement efforts in the community
12. Work independently in the absence of supervision
13. Understand and carry out written and oral directions
14. Work irregular hours including evenings, weekends, and holidays
15. Meet and maintain required police officer employment standards
16. Meet and maintain departmental firearms qualifications standards
17. Meet the physical requirements necessary to safely and effectively perform the assigned duties
18. Undertake and satisfactorily complete required and assigned in-service training programs
19. Communicate clearly and concisely orally and in writing
20. Establish and maintain effective working relationships with those contacted in the course of work

Recommended Minimum Qualifications

1. Graduated an accredited high school or G.E.D. program. College is preferred

2. Certified as a Maine law enforcement officer, eligible for certification by transfer, or eligible for admittance into the Maine Criminal Justice Academy. At the time of registration must have attained a passing score on the M.C.J.A. ALERT test.
3. Must possess and maintain a valid driver's license as required by the State of Maine.
4. Must meet minimum age of 21 at the time of hire.

Physical and Mental Requirements

The physical conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical: Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue subjects; walk, stand, sit or run for prolonged periods of time; occasionally stoop, bend, kneel, crawl, crouch, reach, and twist; occasionally climb several flights of stairs, scale barriers, and balance; regularly push, pull lift and/ or carry light to moderate weight; frequently lift and/or move moderate to heavy weight; operate office equipment including the use of a computer key board; routinely wear equipment weighing several pounds; enter data into a keyboard device such as a mobile data terminal in the patrol vehicle in order to retrieve information and write police reports.

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer, as needs of the employer and requirements of the job change.

ADOPTED: 03.24.14



City of Sanford, Maine

Human Resources Department

919 MAIN STREET, SANFORD, MAINE 04073

FAX (207) 324-9129

Stacy Howes
HR Director
(207) 608-4175
sdhowes@sanfordmaine.org

Stacey Johnson
Assistant HR Director
(207) 608-4174
sajohnson@sanfordmaine.org

Kayla Lebrun
Payroll Manager
(207) 608-4187
kjlebrun@sanfordmaine.org

Dear Applicant:

This letter of introduction accompanies your application for Police Officer with the City of Sanford Police Department. We encourage you to read the application process carefully. Omissions and/or errors may disqualify you from the process.

The hiring process consists of the following components:

- ✓ **ALERT Test**
- ✓ **Applicant MUST include the ALERT and Physical Agility Test certificates with their application. Please see attached information regarding the ALERT Test and PAT dates, costs and administering sites.**
- ✓ **Physical Agility Test (Applicants may take both the ALERT and PAT at the MCJA)**
- ✓ **Oral board**
- ✓ **Background investigation**
- ✓ **Chief's interview**

You must successfully complete each of the above components to continue on in the process. Candidates who are then presented with conditional offers of employment must successfully pass a polygraph exam, psychological testing, and a physical exam. Successful applicants are then extended final job offers. New officers serve a probationary period of one year for their first year of employment.

Any questions should be directed to Stacy Howes, Human Resources Director at 207-608-4175.

Sincerely,

Stacy Howes

Stacy Howes
Human Resources Director



City of Sanford, Maine

Human Resources Department

919 MAIN STREET, SANFORD, MAINE 04073

FAX (207) 324-9129

Stacy Howes
HR Director
(207) 608-4175
sdhowes@sanfordmaine.org

Stacey Johnson
Assistant HR Director
(207) 608-4174
sajohnson@sanfordmaine.org

Kayla Lebrun
Payroll Manager
(207) 608-4187
kjlebrun@sanfordmaine.org

Dear Applicant:

The Maine Criminal Justice Academy will conduct the physical agility test at their Vassalboro location. Applicants may also take the required ALERT exam at the MCJA on the same date as the physical agility test. Please see the attached sheet for the available dates. The ALERT test will begin at 8:00 a.m., the physical agility test will follow. There are three components to the physical agility test. A syllabus is attached describing these components and the minimum requirements. Please note that shower facilities are not available. All applicants **MUST** attend one of the dates above and pass both the ALERT and physical agility test in order to move forward in the hiring process.

***Applicants who have already successfully passed the ALERT exam and have successfully passed the physical agility test with the MCJA within six months of applying do not need to attend any of the above test dates. A certificate will be required with your application.**

You MUST bring with you a valid photo ID and the attached medical certificate signed by a physician. Failure to produce these items will disqualify you from testing.

Applicants must register for the tests by contacting the MCJA directly @ 877-8000.

Should you have any questions, please contact the City of Sanford Human Resources Director Stacy Howes @ 207-608-4175.

Sincerely,

Stacy Howes

**Stacy Howes
Human Resources Director**



DEPARTMENT OF PUBLIC SAFETY

Maine Criminal Justice Academy

STATE OF MAINE

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ACADEMY INFORMATION

About the Academy
Board of Trustees
Training
Forms
Library
Links
FAQ
Criminal Justice Jobs in Maine

Visitors to the Maine Criminal Justice Academy are required to wear masks / facecoverings until further notice.

We will be resuming some classes here at the Academy; all classes will adhere to Covid-19 precautions.

There will be no lodging available at the Academy during these classes.

The following classes are scheduled:

July 14 - August 21, Basic Corrections Training Program

August 3 - 14, Law Enforcement Pre-Service Phase 2

August 24 - September 4, Firearms Instructor Development (rescheduled from June)

We are not able to host open-to-the-public ALERT or Physical Fitness Testing at the Academy at this time. Some ALERT and PFT's are being conducted offsite, using smaller group sizes, and outdoor areas for the run.

We will post when more classes are added, and when we are able to open ALERT and PFT's to the public.

Please follow news and events information on the MCJA's Facebook page, [here](#).

Welcome to the Maine Criminal Justice Academy website.

This website is provided as a service to the law enforcement and corrections agencies, their officers and the citizens of the State of Maine. Click on your area of interest on the left side of the screen to see additional menu items. We want your visit to our page to be as "user friendly" as possible. If you have any questions, comments or suggestions, please contact us. If you would like information on how to become a law enforcement officer in the state of Maine, or you are a full time officer from another state and would like information on our waiver process please click on the link below our contact information.

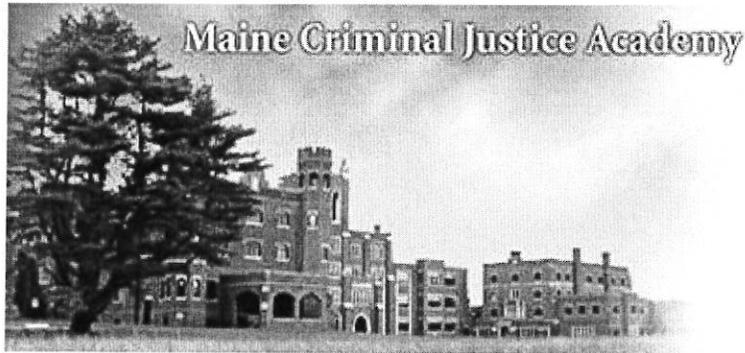
Maine Criminal Justice Academy

15 Oak Grove Road
Vassalboro, Maine 04989

Phone: (207) 877-8000
Fax: (207) 877-8027

[How do I become a law enforcement officer in Maine?](#)

[Basic Law Enforcement Training Program Waiver Process](#)



Alert and Physical Fitness Tests at MCJA and Off Campus Locations

At MCJA, for the Alert Test, arrive at 0745 hours and Physical Fitness Test will follow. Those taking only the PT Test should arrive at **0900**. The Phase I Exam will be available and will start at 1200 hours. Lunch is not provided if you are taking the Alert, PT and Phase 1 exam, you should consider bringing a bag lunch.

In Southern Maine: Arrive at 1230, testing will begin at 1300 (1:00 p.m.) In 2020, the Alert Test will be given at York Police Department, 9 Hannaford Drive, York, ME.

Pre-registration is required to take tests, and can be made by calling the Academy's central office at 877-8000.

Fees for the ALERT and Physical Fitness Tests are listed on the application form, below.

Application Forms: [Alert Test](#) [Physical Fitness Test](#) [Phase I](#) [Phase II](#)

View the physical fitness standards [here](#).

Watch a video of the physical fitness test instructions [here](#).

Dates and Locations of Alert and PT Testing

Maine Criminal Justice Academy 15 Oak Grove Road Vassalboro, Maine 04989	Maine Criminal Justice Academy 15 Oak Grove Road Vassalboro, Maine 04989	Gorham Police Department (2019) York Police Department (2020) ALERT TEST ONLY
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	Both Alert & PT Tests	Both Alert & PT Tests	We Do Not offer PT testing off site
2020			
January	8	22	14
February	12	NONE	11
March	4	NONE	NONE
April	NONE	NONE	NONE
May	NONE	NONE	NONE
June	TBD	TBD	TBD

[Maine.gov](#) | [Department Home](#) | [MCJA Home](#) | [Site Policies](#)

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STATE OF MAINE
Department of Public Safety
MAINE CRIMINAL JUSTICE ACADEMY
 15 Oak Grove Road
 Vassalboro, Maine 04989



MEDICAL EXAMINATION FORM

TO THE PHYSICIAN:

Applicant: _____ has applied to participate in one of the programs listed below;
 (PRINT NAME)

*****(Circle all that apply)*****

1. Basic Law Enforcement Training Program
2. Law Enforcement Pre-Service Training Program
3. Basic Correction Training Program

This candidate should be free of medical conditions which would interfere with his/her ability to safely participate in and successfully perform certain activities including, but not limited to the following program requirements:

1. **Basic Law Enforcement Training Program:**

- Complete a run of up to 3 miles without stopping
- Perform sit-ups to the limit of his/her ability
- Perform bench presses or pushups to the limit of his/her ability
- Tolerate exposure to heat/cold/humidity/inclement weather
- Tolerate exposure to Oleoresin Capsicum (OC) or similar disabling chemical agents
- Climb/crawl/wrestle/box/lift/drag heavy weights
- Visually distinguish targets on the firing range during daylight and in low light situations
- Safely operate a motor vehicle at various speeds and under varying driving and road conditions during the day and night
- Safely handle various types of firearms
- Tolerate the psychological stress of law enforcement work
- Physically rigorous defense tactics training (joint manipulation/handcuffing/take downs kicks/strikes/ground fighting)
- Complete a physical assessment consisting of maximum effort 1.5 mile run/ 1 minute sit-ups/and 1 minute push ups
- Sustain this level of functioning for 12- 14 hours a day.

2. **Law Enforcement Pre-Service Training Program:**

- Complete a run up to 2 miles without stopping
- Perform sit-ups to the limit of his/her ability
- Perform bench presses or pushups to the limit of his/her ability
- Tolerate exposure to heat/cold/humidity/inclement weather
- Tolerate exposure to Oleoresin Capsicum (OC) or similar disabling chemical agents
- Climb/crawl/wrestle/jump/box/lift/drag heavy weights
- Tolerate the psychological stress of law enforcement work
- Physically rigorous defense tactics training (joint manipulation/handcuffing/take downs/kicks/strikes/ground fighting)
- Complete a physical fitness assessment consisting of maximum effort 1.5 mile run/1 minute sit-ups/and 1 minute push-ups
- Sustain this level of functioning for 12- 14 hours per day

3. **Basic Corrections Training Program:**

- Participation in a physical fitness program consisting of running, standing, power walking, and/or sports activity to the limits of the individual
- Physically rigorous defense tactics training (joint manipulation/handcuffing/take downs/kicks/strikes)
- Tolerate exposure to Oleoresin Capsicum (OC) or similar disabling chemical agents
- Tolerate the psychological stress of corrections work
- Climb/crawl/wrestle/jump/box/lift/drag heavy weights
- Participate in interactive use of force training
- Sustain this level of functioning for 12- 14 hours a day.

Based on a review of the corresponding program # _____ the above named candidate is:

- a. _____ Medically SUITABLE to participate in training at the Maine Criminal Justice Academy, OR
- b. _____ Medically UNSUITABLE to participate in training at the Maine Criminal Justice Academy for the following reasons: _____

Comments:

Are ADA Accommodations Requested? Yes No

Physician's signature: _____ Date _____

Physician name: (printed) _____

Candidate's signature: _____ Date _____

THIS PAGE MUST BE COMPLETED TO INCLUDE REQUIRED SIGNATURE

1.5 MILE RUN: The applicant will walk, jog, run, or any combination thereof, a distance of one and one-half miles. A measured, level course will be used, such as an indoor or outdoor track. Exact distances will be indicated. A monitor will keep record of the distance and time the applicant has completed. If using a track, a monitor will inform the applicant at the end of each lap the cumulative running time or a visual timing device will be observable by the applicant. The assigned monitor will count out loud the number of laps completed.

Scoring: *The time it takes to finish 1.5 miles.*

Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013

FITNESS TEST	MALE (40 th Percentile) AGE				FEMALE (40 th Percentile) AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
One Minute Push-up Test	29	24	18	13	15	11	9	3
One Minute Sit-up Test	38	35	29	24	32	25	20	14
1.5 Mile Run	12:38	13:04	13:49	15:03	14:50	15:38	16:21	18:07

Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013

FITNESS TEST	MALE (50 th Percentile) AGE				FEMALE (50 th Percentile) AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
One Minute Push -up Test	33	27	21	15	18	14	11	5
One Minute Sit-up Test	40	36	31	26	35	27	22	17
1.5 Mile Run	11:58	12:25	13:11	14:16	14:07	14:34	15:24	17:13



CITY OF SANFORD, MAINE
Human Resources Department
919 Main Street
Sanford, ME 04073
(207) 608-4175 or (207) 608-4174

APPLICATION FOR EMPLOYMENT

The CITY OF SANFORD, MAINE is an Equal Opportunity Employer. We do not unlawfully discriminate against any applicant on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability or any other category protected by federal, state or local law.

GENERAL INFORMATION

(Please Print and Complete Application even if Resume submitted) Date of Application: _____

Position(s) applied for: _____

Referral Source: Advertisement or Employee or Employment Board at City Hall
 Other and source: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Home Telephone: () _____ - _____ Cellular Telephone: () _____ - _____

e-mail _____

If employed and you are under 18, can you furnish a work permit? Yes No

Have you submitted an application to us before? Yes No

If yes, give date/position: _____

Have you ever worked for us before? Yes No

If yes, give reason(s) for leaving: _____

Can you provide proof that you are legally authorized to work in the United States? Yes No

Are you capable of satisfactorily performing the essential job duties of the position you are applying for, with or without reasonable accommodation? Yes No

On what date would you be available to start work? _____

Are you available to work: Full-time Part-time Shift Work Temporary Overtime?

Are you on a lay-off or subject to recall? Yes No

Can you travel if the job requires it? Yes No

Do you have access to transportation? Yes No

PERSONAL REFERENCES

Please list at least three persons who know you well – not previous employers or relatives.

Name	Address and Telephone Number	Occupation	Years Acquainted

EDUCATION

Type of School	Name / Address	Subjects Studied / Academic Honors	Did you Graduate? / Type of Degree	Number of Years Attended
High School				
College				
Graduate School				
Technical/Trade School				
Other				

You may include subjects of special study, research work, special training skills, or qualifications which you believe may be helpful to us in considering your application (*e.g.*, paid experience as/performing: administrative assistant, cable harnessing, clerical, customer service, data entry, PC Board Assembly, electrical engineering, electro-mechanical assembly, machine operator, mechanical engineering, plastic assembly, quality control, shipping & receiving, receptionist, soldering, warehouse)

EMPLOYMENT EXPERIENCE

Please list the names of your present and previous employers, starting with your present/most recent employment. You should include information about verifiable work performed on a volunteer basis and military service. Be sure to account for all periods of time, including any periods of unemployment. Use additional pages if needed.

Employer ()	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason for Leaving				
Employer ()	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason for Leaving				
Employer ()	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason for Leaving				
Employer ()	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason for Leaving				

Are you employed now? ___ Yes ___ No

May we contact your current employer? ___ Yes ___ No (If no, please explain on reverse.)

Do you have any commitments to another employer, which might affect your employment with us?

Yes. (If Yes, please explain on reverse.) No

Have you ever been terminated or asked to resign from any job?

Yes. (If Yes, please explain on reverse.) No

Please explain any gaps in your employment history _____

CRIMINAL HISTORY

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no" with respect to any inquiry relative to prior arrests or criminal court appearances and adjudication in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution. A conviction record is not necessarily a bar to employment. Factors such as age at the time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

1. Have you ever been convicted of a felony? Yes No

2. Have you been convicted of a misdemeanor during the past five years (other than a speeding, minor traffic violation, affray or disturbing the peace)? Yes No

3. Have you completed a period of incarceration within the past 5 years for any misdemeanor (other than a first conviction for any of the following misdemeanors: speeding, minor traffic violation, affray or disturbing the peace)? Yes No

4. If the answer to any of the above questions is "yes," please state whether you were convicted more than 5 years ago for any offense (other than a speeding, minor traffic violations, affray or disturbing the peace). Yes No

If you answered "yes" to any of the questions set forth above, please provide the details (date, city or town, nature of offense, and disposition):

SIGNATURE

(Please read the following carefully and then sign below)

I hereby declare that the information provided by me in this Application for Employment (and in any accompanying resume) is true, correct and complete to the best of my knowledge. I authorize the CITY OF SANFORD, MAINE (or its designee) to investigate my past and present employment, education and activities and verify all data provided by me on this application, on related papers and in interviews. I authorize all individuals, schools and/or firms named herein (except my current employer, if so noted) to provide any information requested about me. I release from all liability any persons, companies, corporations or educational institutions supplying such information. I release the CITY OF SANFORD, MAINE (or its designee) from any and all liability resulting from the verification of such information. I understand that any false statement or material omission on this application, or on any supporting documents, shall be grounds for non-hire or discharge, regardless of when discovered by the CITY OF SANFORD, MAINE.

I understand that this employment application, or the granting of an interview, does not represent a contract of employment or a promise of future benefits by the CITY OF SANFORD, MAINE. I further understand that there is no guarantee that the CITY OF SANFORD, MAINE will be able to place me with one of its clients. If I am hired by the CITY OF SANFORD, MAINE, I understand that my status will be that of an employee-at-will, meaning that I will have no contractual right, express or implied to remain in the CITY OF SANFORD, MAINE's employ. I further understand that, if I am hired, my employment can be terminated, with or without cause and with or without notice at any time, at the option of the CITY OF SANFORD, MAINE or me. Notwithstanding the foregoing, the terms of any collective bargaining agreement will apply to any applicant hired to work in a position subject to a collective bargaining agreement. I also understand that no representative of the CITY OF SANFORD, MAINE has the authority to enter into any oral agreement for employment for a specified period of time or to make an oral agreement contrary to the foregoing.

I understand that if I am offered employment at the CITY OF SANFORD, MAINE, I will be required to provide evidence of my identity and authorization for employment in the United States.

I understand that the CITY OF SANFORD, MAINE may require a physical examination and/or drug and alcohol screening as a condition of employment and at any time during my employment to the extent permitted by law.

I understand that if I am hired by the CITY OF SANFORD, MAINE and my employment subsequently ends, the CITY OF SANFORD, MAINE may provide information about my employment to persons in response to job reference requests, and I hereby consent to such disclosures.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND BY ALL OF THE ABOVE TERMS.

Signature of Applicant

Date