



# Maine Staffing Group

Project Staffing Inc., Variable Employment Inc., Special Teams Inc.  
One Source Preferred Inc., Project Flagging Inc.

## APPLICATION FOR EMPLOYMENT

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

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

Address \_\_\_\_\_ Mailing Address (if different) \_\_\_\_\_ Social Security Number \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Alternate Telephone: \_\_\_\_\_

Have you ever applied for employment with us in the past? Do you have: Answering Machine? Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_ If yes, when and where? \_\_\_\_\_ Caller ID? Yes \_\_\_ No \_\_\_

Voicemail? Yes \_\_\_ No \_\_\_

Are you 18 years old or older? If not 18, can you furnish a wok permit if needed? \_\_\_\_\_ How did you hear of us? \_\_\_\_\_

Yes \_\_\_ No \_\_\_

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 \_\_\_

Have you been convicted of a felony? Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Available starting date: \_\_\_\_\_ Acceptable starting pay: \_\_\_\_\_ Shifts available: \_\_\_\_\_

(circle all that apply) 1st 2nd 3rd

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

Do you have any impairments, physical, mental, or medical that would interfere with your ability to do the job which you have applied? Yes \_\_\_ No \_\_\_

If yes, please explain: \_\_\_\_\_

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

How far( in minutes) are you willing to travel to work: \_\_\_\_\_ minutes.

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

### EMPLOYMENT HISTORY

Company \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Pay: Start \_\_\_\_\_ End \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Pay: Start \_\_\_\_\_ End \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Pay: Start \_\_\_\_\_ End \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Pay: Start \_\_\_\_\_ End \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Pay: Start \_\_\_\_\_ End \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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

**Augusta**  
183 State Street, Suite 102  
(800) 456-7621  
Fax: 622-5987

**Bangor**  
139 State Street  
(800) 303-4002  
Fax: 973-3977

**Biddeford**  
316 Main Street  
Suite 103  
(888) 239-9623  
Fax: 283-6529

**Brunswick**  
22 Parkers Way,  
PO Box 490  
(800) 639-8802  
Fax: 729-5246

**Lewiston**  
675 Main Street  
(888) 786-0791  
Fax: 782-0059

**Portland**  
1001 Forest Ave.  
(877) 797-7705  
Fax: 797-6151

Please list all special skills, training and knowledge you possess relating to the job position, including any special licenses or certifications you hold:

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Have you ever served in any branch of the military? Yes\_\_\_ No\_\_\_

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:

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

School name and location (city, state)	Courses of study	Graduate?
_____	_____	Yes___ No___
_____	_____	Yes___ No___
_____	_____	Yes___ No___

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**Please list three additional work or business references, not related to you, that you have known for at least one year:**

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

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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 discharge. I understand, also, that I am required to abide by all rules and regulations of Maine Staffing Group and its member companies.

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.

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Signature of Applicant

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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

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

**Autobody**

**Welding:** MIG TIG Stick

**Boat Building:**

Fiberglass, Wooden

**Painting:**

Interior Exterior

Wallpapering

Residential Commercial

Own Equipment? Y N

**Driver:** Class A Class B

Doubles? Y N Triples? Y N

Flatbed? Y N Refridg. Vans Y N

Can you provide proof of clean record? Y N

**Sheetmetal:** \_\_\_ Helper \_\_\_ Professional

**Electrical:** \_\_\_ Helper \_\_\_ Licensed

**Pipefitter:** \_\_\_ Helper \_\_\_ Professional

**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)

**Switchboard**

**Data-Entry:** Alpha Numerical

**Microsoft Office Products & versions of:**

(circle or check-off all products & versions that apply)

**PC Operating Systems, etc:**

(circle all products & versions that apply)

Windows Operating Systems:  
ver.97- 98, 2000, ME, XP

**Macintosh**

**Linux**

**MAS 90 (State of Maine)**

**AS-400**

<b>Can You... ?</b>
Mail Merge _____
Create Forms _____
Formulas _____
Charts/Graphs _____
Flowcharts _____
Macros _____

**MS Word:** ver 98, ver. 2000  
 Beginner  Intermediate  Advanced

**MS Excel:** ver 98, ver. 2000  
 Beginner  Intermediate  Advanced

**MS Powerpoint:** ver 98, ver. 2000  
 Beginner  Intermediate  Advanced

**MS Outlook:** ver 98, ver. 2000  
 Beginner  Intermediate  Advanced

**MS Access:** ver 98, ver. 2000  
 Beginner  Intermediate  Advanced

**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? \_\_\_\_\_