



# Application for Hourly Paid Employment

A Member of the University of Maine System

If you need assistance to participate in the job application process, please contact the Office of Human Resources.  
(207) 581-2362 (Voice or TTY), 134 Corbett Hall, University of Maine, Orono, ME 04469-5717

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

## Contact Information

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

Mailing Address: \_\_\_\_\_  
Street / P.O. Box City State ZIP

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Other Contact Phone: \_\_\_\_\_

What is the best time to contact you (days/times)? \_\_\_\_\_

If hired, when would you be able to begin work: \_\_\_\_\_

Are you a current or former employee of the University of Maine System?  Yes  No

Are you currently enrolled as a University of Maine student?  Yes  No

Do you want to be considered for the temporary pool?  Yes  No

## Education / Licenses / Specialized Training

Check highest level completed:

High School / GED  Some College  Associate Degree  Bachelor's Degree

Other: \_\_\_\_\_

If the job you are applying for involves operating a vehicle, do you have a valid driver's license?

Yes  No Type of License:  Class C  Class B  Class A State of Issue \_\_\_\_\_

Job Related Training, Licenses, Certificates:

\_\_\_\_\_  
Title Issued By Date Exp. Date

\_\_\_\_\_  
Title Issued By Date Exp. Date

\_\_\_\_\_  
Title Issued By Date Exp. Date

## Clery Act Disclosure

The University of Maine's Annual Security Report includes statistics on reported crimes that have occurred on or near campus, as well as University policies concerning campus security. Copies of the report are available on request from the Directory of Public Safety, Mail Service, The University of Maine, 5761 Keyo Public Affairs, Orono, ME, 04469-5761, by calling (207) 581-4048, or by accessing the following website:  
<http://www.umaine.edu/security>

## Tobacco Free

On January 1, 2011, UMaine became a tobacco-free campus. Information regarding UMaine's tobacco-free policy is online at  
<http://umaine.edu/tobaccofree/>

Applicant Name: \_\_\_\_\_

**Work Experience** (Begin with your most recent position and work backwards)

1. \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Employer \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_  
Position/Duties \_\_\_\_\_ Reasons for Leaving \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone / Email: \_\_\_\_\_

Check if we may contact this individual for a reference. If you do not wish this reference contacted, please

explain: \_\_\_\_\_

2. \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Employer \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_  
Position/Duties \_\_\_\_\_ Reasons for Leaving \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone / Email: \_\_\_\_\_

Check if we may contact this individual for a reference. If you do not wish this reference contacted, please

explain: \_\_\_\_\_

3. \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Employer \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_  
Position/Duties \_\_\_\_\_ Reasons for Leaving \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone / Email: \_\_\_\_\_

Check if we may contact this individual for a reference. If you do not wish this reference contacted, please

explain: \_\_\_\_\_

4. \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Employer \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_  
Position/Duties \_\_\_\_\_ Reasons for Leaving \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone / Email: \_\_\_\_\_

Check if we may contact this individual for a reference. If you do not wish this reference contacted, please

explain: \_\_\_\_\_

5. \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Employer \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_  
Position/Duties \_\_\_\_\_ Reasons for Leaving \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone / Email: \_\_\_\_\_

Check if we may contact this individual for a reference. If you do not wish this reference contacted, please

explain: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

**Job Related Skills** (Please list any job related skills you have gained during previous employment, military service, volunteer activities, continuing education, etc.) Please also indicate your level of familiarity or experience.

	None	Beginner	Intermediate	Advanced	Expert
Office equipment, please describe: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word Processing/Spreadsheet/Database applications, list software: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other computer/technology skills: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other skills: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Military Service**

If you have served in the Armed Forces, which branch? \_\_\_\_\_

Dates of Service, From: \_\_\_\_\_ to: \_\_\_\_\_

Description of duties: \_\_\_\_\_

**Additional Professional References**

Please list any additional professional references who are familiar with your work record

Name	Business	Telephone / Email	Relationship
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_____			
_____			
_____			

Applicant Name: \_\_\_\_\_

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 the applicant. To help us carry out this policy, please list names and departments of any relatives working for the University:

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

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. Position finalists may be required to undergo appropriate background check.

Have you ever been convicted of a crime, other than a minor traffic violation?  Yes  No

Please describe and give date:

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

Is there anything that would interfere with your ability to perform the job-related functions for the job for which you applied?  Yes  No

Are you able to perform the essential functions of the job for which you have applied, either with or without reasonable accommodations?  Yes  No

The University requires proof of citizenship or immigration status from all new employees at the time of hire. Are you authorized to accept employment in the United States?  Yes  No

### Authorization and Certificate of Applicant

I authorize the University to contact the references and verify the education 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 pre-employment, post-offer medical examinations or background checks.

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

**At the conclusion of the search, notification will be made by email only.**

## Non-Discrimination Statement

In complying with the letter and spirit of applicable laws and pursuing its own goal of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin, citizenship status, age, disability, genetic information, or veterans status in employment, education, and all other areas of the University System. 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, Room 101, 5754 North Stevens Hall, Orono, ME 04469-5754, telephone (207) 581-1226 (Voice and TTY).

Inquires about discrimination may also be referred to the Office for Civil Rights, U.S. Department of Education, 33 Arch St., Suite 900, Boston, MA, 02110-1491. Phone: (617) 289-0111 (Voice) or (877) 521-2172 (TTD).

## Guidelines for the Hourly Employment Application Process

- Applications are only accepted for open posted positions. *The University of Maine does not accept applications for general employment.*
- Complete all four pages of the application. Make sure you sign on page four.

Submit the application to:

Staffing and Temporary Employment Services  
Office of Human Resources  
5717 Corbett Hall, Room 134  
Orono, ME 04469-5717

Phone/TTD: (207) 581-2362  
Fax: (207) 581-2369

Applications can be dropped off in person, mailed or faxed.

## Frequently Asked Questions

### **Q: Should I enclose a resume with my application?**

A: Yes, we encourage applicants to submit a cover letter and resume with the application. Many of our ads ask for this as a requirement. Note that you still need to submit an application.

### **Q: How long does it take for a department to complete the search and selection process?**

A: The department receives the application after the closing date listed in the advertisement. It may take several weeks or even months for a hiring department to review the applications, interview candidates and conduct reference checks before making a final decision.

### **Q: Will I be notified if I do or do not get the position for which I applied?**

A: Yes. For hourly paid positions you will be notified via email if you were not selected as a finalist. Candidates for salaried positions will receive notifications directly from the hiring department.

### **Q: Does the University require background checks?**

A: Depending on the nature of the position, a pre-employment physical, credit, State Bureau of Identification, and/or driving background check may be required. You will be asked to sign a release form before such a check is conducted.

### **Q: What benefits are available for university employees?**

A: The exact benefits depend on the full-time/part-time status of an employee and may vary by collective bargaining unit. A summary can be reviewed at <http://www.umaine.edu/hr/benefits/benefitsumm.htm>. Temporary employees are not eligible for these benefits.

### **Q: What is the temporary pool and how do I apply for it?**

A: The temporary pool is available for applicants who want to be considered for temporary positions that may become available. Temporary positions may be full-time or part-time and can be for periods of a few days up to six months. These positions do not have regular benefits. To apply, submit an application and resume and indicate "Temporary Pool" on the line designated for position on the first page of this application. Applicants whose qualifications match possible temporary positions will be contacted.

### **Q: How do I learn about other job opportunities at the University of Maine?**

A: All job openings can be found at <http://jobs.umaine.edu>.

Name \_\_\_\_\_ Position Applied For: \_\_\_\_\_  
Department: \_\_\_\_\_

**Note:** Providing information in this section is completely voluntary. Your application for employment will be considered in the same manner whether or not you answer these questions. Please be assured that this information will not be shared with any member of the search committee or the hiring department.

### **Equal Opportunity Data**

The University of Maine is an equal opportunity/affirmative action employer. In compliance with federal regulations, the University is required to record information regarding the race/ethnicity and sex of job applicants. Please help us gather this information by answering the following questions:

- 1) Please identify your gender:  Male  Female
- 2) Please indicate if you are Hispanic/Latino:  Yes  No
- 3) Please select one or more of the following racial categories to describe yourself:
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or Pacific Islander
  - White
  - Two or more categories