

SEVENTY-FIVE STATE STREET



APPLICATION FOR EMPLOYMENT
75 State Street Portland, ME 04101

An Equal Opportunity Employer
772-2675-PHONE 772-2896-FAX

Thank you for your interest in Seventy Five State Street
Seventy Five State Street is committed to a policy of recruiting, hiring, promoting and compensating employees based on qualification and performance without regard to race, color, religion, gender, age, national origin, sexual orientation, or any other protected class.

POSITION APPLIED FOR: _____ SHIFT _____ DATE OF APPLICATION _____

NAME _____

ADDRESS _____

CITY _____ STATE/ZIP _____

TELEPHONE _____ CELL/BEEPER _____ E-MAIL ADDRESS _____

Did a current employee refer you to us? If yes, who _____ . Department Head Referral Bonus Approval _____

Have you been employed here before _____ yes _____ no, if yes, please give dates of employment _____

Type of employment desired _____ full-time _____ part-time _____ per diem _____ temporary _____

When are you available to begin work _____

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? _____

ANSWERING "YES" to this question does not constitute an automatic bar to employment. Factors such as the date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

EMPLOYMENT HISTORY-MOST RECENT POSITION FIRST

EMPLOYER _____ TELEPHONE # _____

ADDRESS _____

POSITION HELD _____ REASON FOR LEAVING _____

DATES OF EMPLOYMENT _____ CONTACT PERSON _____

MAY WE CONTACT THIS EMPLOYER? YES NO IF NO, WHY NOT?

EMPLOYER _____ TELEPHONE # _____

ADDRESS _____

POSITION HELD _____ REASON FOR LEAVING _____

DATES OF EMPLOYMENT _____ CONTACT PERSON _____

MAY WE CONTACT THIS EMPLOYER? YES NO IF NO, WHY NOT?

EMPLOYER _____	TELEPHONE # _____
ADDRESS _____	
POSITION HELD _____	REASON FOR LEAVING _____
DATES OF EMPLOYMENT _____	CONTACT PERSON _____
MAY WE CONTACT THIS EMPLOYER? YES NO IF NO, WHY NOT?	

Please explain any gaps in employment that lasted more than a month _____

SKILLS AND QUALIFICATIONS: LIST ANY TRAINING, SKILLS, LICENSES, AND/OR CERTIFICATES THAT YOU HAVE THAT WOULD QUALIFY YOU FOR THE POSITION YOU ARE APPLYING FOR _____

EDUCATIONAL BACKGROUND			
Name & Location	Years Completed	Course of Study	Did you Graduate?
High School _____			
College _____			
Other _____			

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Have you ever been terminated or been asked to resign from a prior position? If yes, why?

2. How much time did you miss from your last job?

3. This is a non-smoking work place. Smoking is only permitted outside in the designated smoking area. Are you willing to comply with that policy?

4. Do you have any relatives that work for us? If yes, who?

EMERGENCY CONTACT INFORMATION	
Who should we contact in case of an emergency? Name _____	Relationship _____
Address _____	Telephone# _____
Beeper number _____	Cell Phone number _____

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that I found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or immediately discharge me from the employer's service, whenever it is discovered.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time with or without cause and the employer reserves the same right to terminate my employment at any time, with or without cause, except as may be required by law. This application does not constitute an agreement or contract or employment for any specified period or definite duration. I understand that no supervisor or representative of the Seventy Five State Street is authorized to make any assurances to the contrary and that no implied, oral, or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by Seventy Five State Street's president/CEO.

I understand that Seventy Five State Street will do a criminal and motor vehicle background check. Continued employment will be contingent upon the results of these background checks.

I voluntarily give this institution the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such information.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND AND ACCEPT ALL TERMS OF THE
FOREGOING APPLICANT STATEMENT.

SIGNATURE OF
APPLICANT _____ DATE _____

PRINTED NAME _____



EMPLOYEE HIRE CHECKLIST

THIS PAGE TO BE COMPLETED BY EMPLOYER

The following is a list of items that needs to be completed for the employee personnel file:

- Application
- Reference Checks (needs to be obtained unless it is the employees first job)
- Certification/licenses (if applicable)
- Job Description (signed)
- Reasonable Accommodations Sheet (signed)
- Immunization Documentation/declination
- Hepatitis B Documentation/declination (if applicable)
- W-4 and w-4 ME
- I-9 (Photocopy not required by law but you must physically see their credentials)
- FMLA Fact Sheet and Procedures (Signed)
- Handbook Acknowledgement (Signed)
- Criminal Background Check (Human Resources)

PAYROLL HIRE INFORMATION

DATE OF HIRE _____ DEPARTMENT _____

POSITION _____ RATE OF PAY _____

WEEKLY HOURS _____ SHIFT _____ NAME TAG _____

EMPLOYEE BONUS REFERRAL INFORMATION
BUSINESS OFFICE USE ONLY

NAME OF NEW EMPLOYEE _____

NAME OF CURRENT EMPLOYEE _____

\$25.00 TWO WEEKS ON CONTINUOUS EMPLOYMENT _____

\$100.00 THREE MONTHS OF CONTINUOUS EMPLOYMENT _____



SEVENTY-FIVE STATE STREET

SEVENTY FIVE STATE STREET MISSION STATEMENT

IT IS THE MISSION OF SEVENTY FIVE STATE STREET TO PROMOTE THE INDEPENDENCE, DIGNITY, AND INDIVIDUALITY OF OLDER PEOPLE OF ALL FINANCIAL ABILITIES BY OFFERING STIMULATING AND SUPPORTIVE PROGRAMS AND SERVICES IN A GRACIOUS URBAN RESIDENTIAL SETTING.

PHILOSOPHY

IT IS THE PHILOSOPHY OF SEVENTY FIVE STATE STREET TO PROVIDE SERVICES AND HOUSING TO PEOPLE IN A MANNER THAT RESPECTS EACH PERSON'S INDIVIDUALITY AND AUTONOMY. IT IS ALSO THE PHILOSOPHY AND EXPECTATION THAT SEVENTY FIVE STATE STREET EMPLOYEES ARE TREATED WITH AND TREAT EACH OTHER WITH RESPECT

IF HIRED BY SEVENTY FIVE STATE STREET, YOU MUST BRING WITH YOU THE FOLLOWING DOCUMENTS ON YOUR FIRST DATE OF EMPLOYMENT:

- 1) TWO (2) FORMS OF IDENTIFICATION (EXAMPLE PICTURE ID AND SOCIAL SECURITY CARD OR PASSPORT.)
- 2) IF YOU WERE BORN ON OR AFTER JANUARY 1, 1957 YOU WILL NEED TO BRING PROOF OF IMMUNIZATION AGAINST; MEASLES, GERMAN MEASLES, AND CHICKEN POX. PROOF OF IMMUNITY TO MUMPS IS NOT MANDATED BUT IS HIGHLY DESIRABLE. IF YOU DO NOT HAVE THIS INFORMATION YOU CAN HAVE BLOOD TESTING DONE AT YOUR OWN COST, OR SIGN AN EXEMPTION FORM.
- 3) IF APPLICABLE FOR YOUR POSITION, DOCUMENTATION OF HEPATITIS B SERIES
- 4) IF YOUR POSITION REQUIRES A LICENSE OR CERTIFICATE, PLEASE BRING IT ALONG WITH YOU IN ORDER FOR US TO MAKE A PHOTOCOPY.
- 5) IF YOU ARE UNDER 16 AND IN HIGH SCHOOL YOU MUST FURNISH A WORK PERMIT.

IT WILL BE EXPECTED THAT ALL NECESSARY EMPLOYMENT FORMS WILL BE COMPLETED ON THE DATE OF HIRE. THIS WILL INCLUDE YOUR W-4, W-4ME AND I-9.

THIS INFORMATION SHEET IS FOR YOU TO KEEP.