

BARTLETT WOODS RETIREMENT COMMUNITY

AN EQUAL OPPORTUNITY EMPLOYER

Employment Application Form (For all departments other than Resident Care)

General Information and Instructions

- Please complete all sections of the application form and sign it. If you need assistance, please ask for it.
- Bartlett Woods is an Equal Opportunity Employer and does not discriminate against an employee or an applicant for employment due to race, color, sex, marital status, physical/mental handicap, religion, age, ancestry or national origin based upon a bona fide occupational qualification.
- Bartlett Woods shall employ the best qualified persons who are available at the salary levels established for Bartlett Woods employment.
- Upon appointment, all employees shall be subject to a period of three months probation unless otherwise specified by the personnel policy.

Please return SIGNED application along with any supplemental material in person or by mail to:

**Bartlett Woods
Attn: Personnel Division
20 Bartlett Drive
Rockland, ME 04841**

Telephone (207) 593-1608



**BARTLETT
WOODS**

Revised 3/18/2022

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EMPLOYMENT APPLICATION

Position applying for: _____

Name: _____
LAST
FIRST
MIDDLE

Phone: _____ Email: _____ Alternate phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Are you able to perform the essential duties of the position with or without accommodations?

Yes No

If necessary for the job, are you older than (check one):

14 16 17 18 21

Are you legally eligible for employment in the U.S.?

Yes No

Are you seeking a permanent position?

Yes No

Have you ever been convicted of a crime?

Yes No

If yes, explain: _____

If necessary for the job, are you able to:

Work overtime? Yes No

Provide a valid Maine Driver's License?..... Yes No

If so, fill out the following:

Issuing State: _____ Type: _____

Endorsement(s):

- Hazardous Materials Passengers
- Tankers Tank with Hazardous Materials
- School Bus Double/Triple Trailers

I can work the following shifts (check all that apply):

- Any Day Night Swing Rotating
- Split Overnight Other _____

I will be able to report to work _____ days after being notified I am hired.

EMPLOYMENT

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary or on an extra sheet of paper if necessary.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: _____ Phone: _____		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: _____ Phone: _____		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: _____ Phone: _____		



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Summarize other employment related to this job:

EDUCATION

	Institution Name	Years Completed	Field of Study	Graduate or Degree Program
High School				
College/University				
Business/Technical				
Additional				

MILITARY Are you a veteran? Yes No

Please provide any duty/specialized training:

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered: _____

Types of computers, software, and other equipment you are qualified to operate or repair: _____

Professional licenses, certifications, or registrations: _____

Additional skills, including supervision skills, other languages, or information regarding the career/occupation you wish to bring to the employer's attention: _____

REFERENCES

List three references who are not relatives and who can attest to your work.

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or drug test. I understand and agree to the information shown above.

Signature of Applicant _____ Date _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race, and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.



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Release of Reference Information

The undersigned applicant hereby expressly authorizes Bartlett Woods, its agents and employees to make any investigation of my personal employment history that may be necessary to make an employment decision, expressly including, but not limited to federal and/or state criminal, law enforcement or traffic records. I further authorize any former employers, person, firm, corporation, administrative body or governmental to give Bartlett Woods, its agents or employees, any information they may have regarding me.

In consideration of the review of my employment application by Bartlett Woods, its agents or employees, I hereby release Bartlett Woods and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information.

Signature

Print Signature

Date



