Employment Opportunity

City of Sanford, Maine 04073

Firefighter/EMT, AEMT, Paramedic

Join our dynamic team of Firefighter/EMTs as we look forward to moving into *two brand new stations* in the near future!

Are You Ready to Make a Difference?

You will embark on a fulfilling career dedicated to serving and protecting our community. As a first responder, you'll face daily challenges, experience personal growth, and have the opportunity to make a profound impact on the lives of others.

We value Your Experience

We're excited to announce that we now offer lateral transfers to recognize your years of service as a firefighter or EMT. Your dedication and commitment are invaluable, and we're committed to rewarding your experience. Your previous service will be considered when determining your compensation and vacation time.

Join the Sanford Fire Department

The City of Sanford is currently accepting applications for full-time Fire/EMS positions. Successful candidates will work 24-hour shifts on a 1-2-1-4 schedule, averaging 42 hours per week. Join our team as we move into two brand new stations.

Qualifications and Requirements

- Minimum age of 18
- High School Diploma or GED
- Prior post-secondary vocational or college experience (preferred)
- Physical strength and ability to perform firefighting and/or EMS duties

- Knowledge of the City of Sanford
- Excellent listening and communication skills
- Ability to build strong relationships with colleagues, supervisors, city officials, and the public
- Current Maine State EMT or Paramedic license (or ability to obtain one before start date)

As a condition of employment:

- Those who are hired as a **Paramedic without Fire Fighter II** will be required to attain Fire Fighter II within the first year of hire with department support.
- Those who are **Fire Fighter II/A-EMT** may be required to attain an EMS license level of paramedic with department support.
- Those who are hired as **Fire Fighter II/EMT** will be required to attain an A-EMT license within three years of hire with department support.

Additional Information

- For a detailed job description outlining essential duties and responsibilities, please refer to the attached document.
- The City of Sanford offers a competitive salary, excellent benefits package (including MPERS special plan 3C with retirement options), and an environment that fosters professional growth and advancement. Please refer to that attached summary of benefits for additional information.
- Please note that tobacco products, vaping devices, body piercings, and non-prescription mind-altering substances are strictly prohibited for employees on duty. Violation of these policies may result in immediate dismissal.

Applicants who meet the qualifications will be considered for the following hiring process.

Hiring Process

1. **Written General Aptitude Exam:** This exam assesses your cognitive skills and abilities relevant to the position.
2. **Physical Agility Test:** This test evaluates your physical fitness and stamina for the demands of the job.
3. **Oral Board Interview:** You will meet with a panel for a structured interview to assess your knowledge, experience, and suitability for the role.
4. **Practical Skills Exam:** This hands-on exam will evaluate your firefighting and EMS skills.
5. **Background Check:** A thorough background check will be conducted.

*Fire Fighter II/Paramedic certification is preferred and may have preference in hiring.

Applicants who successfully complete the requirements of the hiring process shall be considered for available positions. A candidate list will be maintained for a period of twelve months (12) from completion and posting of the complete test.

Application Process

Applications and instructions are available at:

- City Hall – First Floor (1R) or Human Resources Dept (4th Floor)
- Central Fire Station
- Online at www.sanfordmaine.org under "Employment Opportunities"

Applications must be dropped off or mailed to:

Human Resources Department
City of Sanford – 4th Floor
919 Main Street
Sanford, Maine 04073

Post:	Wednesday, November 13th, 2024
Deadline:	Thursday, January 2nd, 2025 at 5:30 PM

The City of Sanford is an equal opportunity employer.

City of Sanford, Maine
Human Resources Department
919 MAIN STREET, SANFORD, MAINE 04073
FAX (207) 324-9129

City of Sanford Summary of Benefits
Firefighter – EMT, AEMT, Paramedic

Effective July 1, 2024 Wage:

- **Base Hourly Rate –**

FF/EMT Hire Rate:	$24.42 per hour
Upon Completion of Probation/1 Year:	$25.32 per hour
FF/AEMT Hire Rate:	$24.89 per hour
Upon Completion of Probation/1 Year:	$26.83 per hour
FF/Paramedic Hire Rate:	$26.24 per hour
Upon Completion of Probation/1 Year	$29.20 per hour

** **Lateral Hiring Now – This means any new hire will get credit for their years of previous service as a firefighter or EMT. This is for both wages and vacation time.**

** A new hire will start at a higher starting rate of pay with experience and/or college education credit hours. Additional increases for COLA, longevity and years of service with the City subject to the Collective Bargaining Agreement.

July 1, 2025 – 4% COLA

MPERS – July 1, 2024:

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 12.8% of annual salary per year.

*Employees are required to contribute 9.2% of weekly base wage.

MPERS Life Insurance –

Additional Coverage available - 100% Employee Contribution.

Health Insurance - 1/1/2025:

Baxter PPO Plan (Formally POS – 200 Plan):

Employee – 20% of Annual Insurance Premium paid by Employee
$147.63 week (Family or Emp./Spouse)
$107.39 week (Emp./Children)
$65.82 week (Single Plan)

HRA – 100% Premium paid by City

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

Acadia PPO Plan (Formally POS – C Plan):

Employee – 20% of Annual Insurance Premium, Plus POS 200 Difference paid by Employee
$185.23 week (Family or Emp./Spouse)
$134.74 week (Emp./Children)
$82.59 week (Single Plan)

*Opt out of City Insurance Benefit: $6,000 – Pro-rated upon the first year of employment in which employee is eligible for insurance. This stipend is paid in monthly installments.

Dental Insurance – 100% Employee Contribution

Family: $33.63/week Emp/Spouse: $17.62/week Single: $10.21/week

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

Life Insurance: The City of Sanford pays for the premium equal to the annual salary in life insurance

Sick Accrual –Accrues 196 hours annually on July 1st each year. Time to be pro-rated based on date of hire.

Vacation Accrual – Per Bargaining Agreement, Probationary Employees shall have available 48 hours of vacation time to use effective the first day of hire. Two weeks (96 Hours) upon completion of 1 year. **Lateral transfers will earn vacation time based on the total years of service as a firefighter or EMT.**

Holiday– 13 Holidays paid in a separate check in which the holiday falls.

Uniform Allowance – $825.00 credited in July.

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.

JOB TITLE: Firefighter/Paramedic	**DEPARTMENT:** Fire Department
EFFECTIVE DATE: 5/7/1996	**DATE UPDATED:** 3/14/2024

SUMMARY:

The Firefighter/Paramedic is the entry level position for the Sanford Fire Department usually assigned to one shift. They must possess the knowledge, skills, and ability to perform the tasks identified within this document. Firefighter/Paramedics perform technical work in fire-fighting, apparatus operations, emergency rescue, emergency medical services and fire training activities. Work is performed under the supervision of the Lieutenant and/or Captain.

ESSENTIAL FUNCTIONS: (include, but are not limited to the following)

1. Responds to reported calls for service with assigned company to perform all activities associated with extinguishing fires, medical treatment and any other need at emergency scenes.
2. Assists in carrying out all operations (emergency and non-emergency) of the Fire Department through departmental SOP's, guidelines, and general practices.
3. Utilizes the chain of command for flow of information between the ranks.
4. Operates all department apparatus and equipment per department standard operating procedures, local ordinance, state law, and federal law.
5. Performs medical skills within State of Maine protocols and guidelines.
6. Performs daily and weekly inventories and maintenance checks on department vehicles, equipment and station supplies.
7. Assists with the daily cleaning, maintenance, and upkeep of buildings, grounds, apparatus and equipment.
8. Helps maintain a clean healthy work environment for all employees.
9. Participates in life safety inspection activities and other fire prevention and public education activities as assigned.
10. Participates in all required training and seeks out further training to keep current and proficient in the position.

11. Responds to Department email and completes reporting of incidents as required by Local and State authority.

12. Maintains fire apparatus and equipment readiness.

13. Responsible for personal readiness.

14. Participates in the development and implementation of goals, objectives, policies, and priorities of the fire department.

15. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; discusses with appropriate management staff how to implement improvements.

16. Keeps abreast of new trends and innovations in the field of fire suppression, fire prevention and rescue operations.

17. Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

18. Perform other tasks as requested for the proper operation of the department.

KNOWLEDGE AND ABILITIES:

1. Must attain knowledge of the City's geographical area, hydrants and water systems, target hazards and general area of coverage.

2. Knowledgeable of modern fire suppression and emergency medical operations.

3. Knowledge of fire department directives, SOP's, City ordinances, and regulations.

4. Knowledge of all fire apparatus and equipment operations.

5. Ability to use firefighting, emergency medical, rescue, Hazmat materials, apparatus and equipment to extinguish fires, render proper medical aid, and aid people in distress appropriately.

6. Ability to properly use of math and English.

7. Ability to use both verbal and written communications to communicate tactfully, impartially, and precisely in a manner consistent with the essential job functions

8. Ability to use computers; including fire department record management systems/software, emergency medical records and Microsoft Office programs.

9. Ability to establish and maintain effective working relationships with co-workers and the public.

4. Sufficient manual dexterity and strength, with or without reasonable accommodation, which permits the employee to operate a vehicle, perform EMS duties, and use computerized equipment.

The class specification that appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the duties that may be required of employees holding a position assigned to this class.

The City of Sanford is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Sanford will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages all prospective employees and incumbents to discuss potential accommodations with the employer.

Created: 6/9/2014

Revised: 2/25/2016

Revised: 3/14/2024

I have read and understand the job duties and expectations as outlined in this job description.

*Employee:*_____ *Date:*_____

City of Sanford

Fire Department

972 Main Street, Sanford, Maine 04073-3592

Emergency Services

Chief Scott Susi

City of Sanford Fire Department Mission Statement

"The Sanford Fire Department shall provide the City of Sanford with quality service through highly trained and dedicated professionals, in a manner responsive to the needs of our citizens and visitors."

The City of Sanford Fire Department has a long and proud history of providing emergency service to the citizens and visitors of Sanford for many years. Presently the department is made up of 52 full time highly dedicated personnel, 51 of them uniformed and 1 civilian support staff. The Sanford Fire Department provides all levels of emergency service for the city including ALS level paramedic service. We presently respond to over 4100 calls for service with 70% of that being requests for medical aid as well as multiple structure fires, wildfires, motor vehicle crashes, and various rescue situations throughout the year. The area served is quite diverse with congested multiple family dwellings, single family homes, industry, retail, an active airport, as well as rural areas all of which encompasses about 50 square miles of direct jurisdiction and work extensively with our mutual aid partners.

The City of Sanford is the 7th largest city in the state with a population of nearly 23, 000 people and is situated in the Mousam River valley area in the heart of York County. There are ocean, mountains, and lakes all within the general area and it is a great place to live, learn, and play. The Sanford Fire Department has a good labor/management relationship with Local 1624 IAFF to provide a positive working atmosphere with opportunities for career minded people who wish to excel in the emergency services field. Presently the department staffs 2 engines, 1 ladder, 2 ambulances directly each day and cross staffs a third ambulance, heavy rescue, and wildfire equipment with on duty personnel. 2017 marked the beginning of a 6-year qualified expansion to add 12 firefighter/paramedics to our roster. Our current roster consists of 3 Chief Officers, 1 Fire Marshal, 4 Captains, 8 Lieutenants, and 36 Firefighter /EMT/Paramedics.

We welcome your interest in our department and wish you the best in our testing process. We ask a lot of our candidates because we want the best. If you have any questions, please contact us at (207) 324-9160, and we will do our best to answer your questions. Thank you again and good luck.

Respectfully,

Scott Susi
Fire Chief

City of Sanford

Fire Department
972 Main Street, Sanford, Maine 04073-3592

Emergency Services

The following Physical agility test will be performed by all candidates interested in working for the Sanford Fire Department.

This agility test is task oriented and is based on actual duties performed by members of the Sanford Fire Department. The tasks are listed in no particular order. The actual P.A.T. task order will be established each year prior to the exam.

Prior to the start of the test, all candidates will be walked through the tasks and each will be demonstrated and explained. All candidates will have time for questions prior to the start of the test. Once the testing begins no further questions will be answered. Proctors are assigned to evaluate and will not assist in any way. At any time, should a candidate decide to drop out, the time clock will be stopped and that time noted on the test evaluation form.

Times are kept for scoring purposes only. Running during the event is not permitted except for the hose drag and pull; any other time may result in a failure. Each task must be performed completely and properly before going onto the next task. The time starts at the first task and continues through all tasks. The candidate will follow established boundaries from task to task. Failure to follow the instructions of the test may disqualify a candidate.

Applicants are also required to wear long pants and supportive footwear with no open heel or toe. Test proctors will review other details the day of the exam. **The applicant will be required to complete a *Waiver of Claim for Injury* form prior to being allowed to test. This form is enclosed with this document.**

Tasks

- ☐ Hose drag and pull
- ☐ Hose carry
- ☐ Ladder raise and extend
- ☐ Ladder ascent and descent
- ☐ Forcible Entry
- ☐ Equipment carry
- ☐ Rescue
- ☐ Aerial ladder climb

TASK DESCRIPTIONS

During all portions of the Physical Agility Test the candidate shall wear a 50 lb. weight vest to simulate the full protective gear and SCBA normally worn for firefighting.

The candidate will be allow a total time of nine minutes to complete the Physical Agility Test.

A total of three warnings during the Physical Agility Test will constitute a failure of the Physical Agility Test.

Task: Hose Drag and Pull

During this task, the candidate grasps a nozzle attached to 200 feet of 1 3/4" hose. The candidate places the hose over the shoulder or across the chest, not exceeding the 8-foot mark. The candidate drags the hose 75 feet to a prepositioned drum, makes a 90 degree turn around the drum and continues an additional 25 feet to a marked box. Then drops to at least one knee and pulls the hoseline until the hoseline's 50 foot mark is across the finish line. During the hose pull, the candidate must keep at least one knee in contact with the ground and no part of the candidate's body can cross back over the finish line.

During the hose drag, if the candidate fails to go around the pre-positioned drum or goes outside the designated path (cones), the candidate fails and the time clock will be stopped and that time noted on the test evaluation form.

During the hose pull, the candidate is warned if at least one knee is not kept in contact with the ground. The second infraction constitutes a failure, and the time clock will be stopped and that time noted on the test evaluation form.

Task: Hose Carry (Stair Mill Machine)

During this task the candidate shall wear an additional 20 lbs. of weight added to the 50 lb. vest to simulate a hi-rise pack. The candidate shall walk on the Stair Mill for 3 minutes and 20 seconds. During the first 20 seconds the candidate will be allowed to hold the handrails to gain their balance and readjust the weight as needed without any warning. The candidate will then be expected to complete the next 3 minutes without holding the handrail or stepping off the machine. The candidate may momentarily touch the hand rail for balance.

If the handrail during the 3 minute phase of the task is grasped or touched for an extended period of time or if the handrail is used for weight bearing, the candidate shall receive a warning. A second infraction will constitute a failure, the time clock will be stopped and that time noted on the test evaluation form.

If during the 3 minute phase of the task the candidate steps off the machine, this will constitute a failure, and the time clock will be stopped and that time noted on the test evaluation form.

Task: Ladder Raise and Extend

During this task, the candidate walks to the tip of an 18' aluminum Roof ladder with its butt section against the wall. The candidate then lifts the tip of the ladder from the ground, and walks it up in a hand over hand fashion, using each rung until the ladder is stationary against the wall. The candidate will then lower the ladder in the same hand over hand fashion until it is back in the starting position. The candidate must not use the ladder rails to raise the ladder; failure to use each rung will constitute a failure.

The candidate will then immediately proceeds to the pre-positioned 24 foot extension ladder, stand within the marked box, and extend the fly section hand over hand until it reaches the pre-determined height mark by tape. The candidate shall announce "Ladder Locked", and then lower the fly section in a controlled fashion to its original starting position.

If the candidate misses any rung during the raising or lowering, one warning is given. The second infraction constitutes a failure and the time clock will be stopped and that time noted on the test evaluation form.

If the candidate fails to maintain control of the ladder in a hand over hand manner, or lets the rope halyard slip in an uncontrolled manner, this constitutes a failure and the time clock will be stopped and that time noted on the test evaluation form.

Task: Ladder Ascent and Descent

During this task, the candidate proceeds to the bottom of a pre-positioned fully extended 24' extension ladder. The candidate will climb the ladder, one rung at a time to a pre-determined height marked by tape, then descend the ladder one rung at a time.

If the candidate is unable to reach the top of the ladder this constitutes a failure and the time clock will be stopped and that time noted on the test evaluation form.

If the candidate fails to ascend and descend the ladder one rung at a time than this constitutes a failure and the time clock will be stopped and that time noted on the test evaluation form.

Task: Forcible Entry (Kaiser Sled)

This activity simulates forcible entry scenarios on the fire ground, such as penetrating a locked door or chopping a hole in a roof. During this section the candidate must use a dead blow sledgehammer weighing approximately nine pounds to strike a 'sled target'. The candidate must straddle the sled target by standing on the foot walks, and strikes the end of the sled target using the dead-blow sledgehammer. The sled is weighted to simulate a railroad tie. The individual must drive the I-beam with the dead blow sledgehammer, using overhand swings, the length of the track which is five feet. The candidate must strike the target as many times as necessary to move the sled to the opposite end of the track. This component is complete when the end of the sled target breaks the plane at the opposite end of the track.

Pushing the sled along the track using the dead blow hammer is not permitted. If the candidate is found to be pushing the sled the candidate will be warned. A second infraction will constitute a failure, and the clocked will be stopped and that time noted on the test evaluation form.

The candidate must straddle the target sled by standing on the foot walks during the exercise. If a candidate falls off or steps off the foot walks once they have begun the task they will be given a warning. A second infraction will constitute a failure, and the time clock will be stopped and that time noted on the test evaluation form.

The candidate must exercise caution when swinging the hammer between their legs and when walking backward on this piece of equipment. If the candidate does not exercise caution they will be given a warning. A second warning will constitute a failure, and the time clock will be stopped and that time noted on the test evaluation form.

Task: Equipment Carry

During this task, the candidate removes two saws from a tool cabinet one at a time, and places them on the ground. The candidate then picks up both saws, one in each hand, and carries them while walking 75 feet around a pre-determined mark, then back to the starting point. Upon return to the starting point, the candidate places the saws on the ground, then pick up each saw one at a time, and replaces the saws in the tool cabinet. During this task the candidate is permitted to place the saw(s) on the ground and adjust the grip if necessary.

If the candidate drops either saw on the ground during the carry, this constitutes a failure and the time clock will be stopped and that time noted on the test evaluation form.

Task: Rescue

During this event, the candidate grasps a 163-pound rescue dummy by the handle(s) and drags it 75 feet to a pre-determined mark makes a 180 degree turn around the mark, and continues an additional 75 feet to the finish line. The candidate is permitted to release the handle on the dummy to adjust the grip if necessary. The entire dummy must be dragged past the finish line. The candidate is permitted to rest.

If the candidate grasps or rests on the drum at any time then this constitutes a failure and the time clock will be stopped and that time noted on the test evaluation form.

This concludes the end of the timed tasks!

Task: Aerial Ladder Climb

During this event the candidate starting at ground level, will climb to the turntable of the aerial ladder and then proceed to climb the aerial one rung at a time to 75 feet. He/she will then grasp the top rung and return to the base one rung at a time. He/she will then climb down off the vehicle.

The aerial ladder will be set at 70 degrees and 75 feet extension. Each candidate will be required to wear gloves, helmet, and ladder belt. **No weight vest will be worn for this portion of exam. All candidates will be attached to a rope safety system during their climb.**

This is NOT a timed event. If the candidate is unable to reach the top of the ladder or requires assistance, this will constitute a failure and will be noted on the test evaluation form. The candidate may stop and rest on either the ascent or descent without penalty.

City of Sanford

Fire Department
972 Main Street, Sanford, Maine 04073-3592

Emergency Services

CHIEF Scott Susi

Candidate Physical Agility Test
Waiver of Claim for Injury

This form must be signed before you will be permitted to participate in the physical agility test.

You will be asked to perform 7 physical tasks and will be given specific instructions in the manner in which these physical tasks are to be performed. The seven physical tasks are:

- ☐ Hose drag and pull
- ☐ Hose carry
- ☐ Ladder raise and extend
- ☐ Ladder ascent and descent
- ☐ Forcible Entry
- ☐ Equipment carry
- ☐ Rescue
- ☐ Aerial ladder climb

I have read and understand the physical effort which is required of this physical agility test. I am physically capable of participating in this test. Furthermore, I have seen a physician and they agree that I may participate in this exam process. I herby waive any and all claims for or arising out of any injury I might sustain or incur as a result of participating in this physical exam. I am voluntarily participating in this exam process as part of my application for employment.

Last name (please print) First name MI.

Applicants signature Date

Social security number

Physicians name Signature Date

Medical providers who have questions concerning medical evaluations should refer to Bureau of Labor Standards 29CFR1919.134

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 From	Dates Employed To	Work Performed
Address				
Job Title				
Supervisor				
Reason for Leaving				

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

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

Employer	Telephone ( )	Dates Employed From	Dates Employed To	Work Performed
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 _____

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