



# APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

## IMPORTANT INSTRUCTIONS

Thank you for your interest in working with Kennebec Technologies.

To complete this application on-screen, and then save the completed application on your computer, and then email it to us, you must do the following:

1) Download this document to your computer.

2) Open this document in the latest version of Adobe Acrobat Reader.

*To get the latest **free** version, click the image below. This will open Adobe's website, where you can download and install the most recent version of the software from that page.*



*If you open and complete this application in an earlier version of Adobe Reader or a browser (such as Safari, Chrome, or FireFox), you will not be able to save the completed application or email it.*

Once you've completed the application on-screen, use the buttons at the end of the application to save a copy of it and email it to ***employment@kennebec.com***

If you prefer, you can simply print the blank application, complete it with handwriting, and either **mail** it to us at 150 Church Hill Road, Augusta, ME 04330 or **fax** it to us at 207-626-0198.

Thank you, and we look forward to reviewing your application.



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## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. (INCLUDE AREA CODE)	REFERRED BY		

## EMPLOYMENT DESIRED

POSITION	ON WHAT DATE CAN YOU START?	SALARY DESIRED
ARE YOU CURRENTLY EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, MAY WE CONTACT YOUR EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHEN?	

## EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO	
HIGH SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE		<input type="checkbox"/> YES <input type="checkbox"/> NO	
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO	

## GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

## FORMER EMPLOYERS (PLEASE LIST YOUR LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST)

DATE (MONTH AND YEAR)	NAME & ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM TO			
FROM TO			
FROM TO			
FROM TO			

NAME \_\_\_\_\_ DATE \_\_\_\_\_

**REFERENCES** (PLEASE LIST THE NAMES OF THREE TO FOUR PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	# OF YEARS KNOWN

**AUTHORIZATION**

*I certify that the facts in this application are true and complete to the best of my knowledge and understand that, if I am employed by Kennebec Technologies, Inc., falsified statements on this application shall be grounds for dismissal.*

*I authorize the investigation of all statements contained herein, and I authorize references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release Kennebec Technologies, Inc. from all liability for any damage that may result from utilization of such information.*

*I also understand and agree that no representative of Kennebec Technologies, Inc. has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.*

*This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

**INTERVIEWER'S REMARKS**


NEATNESS		CHARACTER			
PERSONALITY		ABILITY			
HIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	FOR DEPT.	POSITION	REPORTING TO	SALARY WAGE	

APPROVED: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 EMPLOYMENT MANAGER                      DEPARTMENT HEAD                      GENERAL MANAGER