



# Central Aroostook Association

*Making a difference for people with developmental disabilities*

*Eight Programs One Association  
Established in 1959*

## APPLICATION for EMPLOYMENT

### **Central Aroostook Association Mission Statement**

*We provide people in our programs the necessary support to reach their  
highest level of personal development*

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Central Aroostook Association.

**Please Print**

Date of application \_\_\_/\_\_\_/\_\_\_

Position (s) applied for, please check all that apply:

Educational Technician\_\_\_ Direct Service Professional (DSP) Adult Programs\_\_\_ DSP Residential\_\_\_

DSP Home/Community Supports\_\_\_ Behavioral Health Professional Children Supports\_\_\_

Other(Please describe) \_\_\_\_\_

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

Address \_\_\_\_\_  
Street City State Zip Code

Telephone # (\_\_\_) \_\_\_\_\_ Cell/Business/Other Phone # (\_\_\_) \_\_\_\_\_

Are you a present or former employee of Central Aroostook Association?..... \_\_\_yes \_\_\_no

Are you legally eligible to work or remain permanently in the U.S.?..... \_\_\_yes \_\_\_no

Type of employment desired..... Full-Time \_\_\_Part-Time\_\_\_Casual Part-Time\_\_\_

Date available for work.....\_\_\_/\_\_\_/\_\_\_

Are you able to meet the attendance requirements for this position?..... \_\_\_yes \_\_\_no

Have you ever been convicted of a crime? Answering YES to this question will not necessarily disqualify an applicant from employment.....\_\_\_yes \_\_\_no

If yes, please list date, nature of offense, location, status, and penalty \_\_\_\_\_

Is there a criminal action currently pending against you? Answering YES to this question will not necessarily disqualify an applicant from employment..... \_\_\_yes \_\_\_no

If yes, please list date, nature of offense, location, and status. \_\_\_\_\_

Driver's license number..... \_\_\_\_\_ State \_\_\_\_\_

**If applying for Residential Services, Home/Community Supports or Children Supports Programs, Please Check All That Apply.....**

Are you willing to work holidays?.....\_\_\_yes \_\_\_no, Are you willing to work Saturdays?.....\_\_\_yes \_\_\_no,

Are you willing to work Sundays?.....\_\_\_yes \_\_\_no, Are you willing to work overtime?.....\_\_\_yes \_\_\_no.

Are you willing to work on call when needed?.....\_\_\_yes \_\_\_no

Which shifts are you willing to work?.....\_\_\_First..... \_\_\_Second..... \_\_\_Third..... \_\_\_Split

# Employment History

Provide the following information for the past three (3) employers, assignments or volunteer activities, starting with the most recent.

From:	To:	Employer:	Telephone:( )
Job Title:		Address:	
Immediate Supervisor and Title:		Summarize the nature of work performed and job responsibilities:	
Reason for Leaving:			
From:	To:	Employer:	Telephone:( )
Job Title:		Address:	
Immediate Supervisor and Title:		Summarize the nature of work performed and job responsibilities:	
Reason for Leaving:			
From:	To:	Employer:	Telephone:( )
Job Title:		Address:	
Immediate Supervisor and Title:		Summarize the nature of work performed and job responsibilities:	
Reason for Leaving:			

# Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

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# Educational Background

Name and Location	Years Completed	Did you Graduate	Course of Study
High School			
College			
Other			

# References (2 professional & 1 personal)

Name	Telephone	Years Known
	( )	
	( )	
	( )	

## Applicant's Certification and Release

I understand that if I am employed, any misrepresentation or material omission made by me on this application or my resume may result in the cancellation of this application or immediate discharge from Central Aroostook Association's service, whenever it is discovered.

I authorize Central Aroostook Association to contact and obtain information from all references, employers, educational institutions, and any other person, and to otherwise verify the accuracy of the information contained in this application. I understand that any employment with Central Aroostook Association is on an at-will basis. I authorize Central Aroostook Association to verify all information set forth in my application and received during the application process by any and all means authorized or permitted by law, including but not limited to criminal checks, driver's license checks, and any other background checks required by the State of Maine. I hereby release from liability Central Aroostook Association and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

Central Aroostook Association 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 local, state, or federal law.

This application is current for only 30 days. At the conclusion of this time, if I have not heard from Central Aroostook Association and still wish to be considered for employment, I understand that it will be necessary to fill out another application.

I understand that any employment with Central Aroostook Association is on an at-will basis. I further understand that if I am hired, I am free to resign at any time, with or without cause and without prior notice, and Central Aroostook Association reserves the same right to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of Central Aroostook Association, other than an authorized officer, has the authority to make any assurance to the contrary. I further understand that any such assurances must be made in writing and signed by an authorized officer.

I understand it is Central Aroostook Association's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by law.

I represent and warrant that I have read and fully understand the foregoing.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



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Central Aroostook Association is an Equal Opportunity Employer