

(Office Use Only) Date Received: \_\_\_\_\_

### Campus Recreation Employment Application

**\*\* THIS APPLICATION IS TWO-SIDED! INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. \*\***

*NOTE: Those requiring alternative application formats should contact University of Maine Campus Recreation at 5797 Student Recreation & Fitness Center, or at (207) 581-1082. All applications are retained under active status for 3 months.*

\_\_\_\_\_  
Last Name First Name Middle Initial or Suffix

Are you at least 16 years old? \_\_\_\_\_ Are you a current UMaine student? \_\_\_\_\_

Campus Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Street City State Zip

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you ever worked for UMaine Campus Recreation? \_\_\_\_\_ Year / Position(s): \_\_\_\_\_

Are you a U.S. citizen, or otherwise authorized to work in this country on a lawful basis? \_\_\_\_\_

Have you ever been convicted of a violation of the law (including any traffic violations)? \_\_\_\_\_

NOTE: A conviction record is not an automatic bar to employment. Each case is considered in relation to the position for which the applicant has applied.

If yes, please explain: \_\_\_\_\_

Do you have work study? No Yes Unknown Amount of Work Study Award: \_\_\_\_\_

Place a check mark next to the positions for which you are applying. Make sure you read the entire job description.

- |   |   |
|---|---|
| <input type="checkbox"/> Maintenance Assistant              | <input type="checkbox"/> Lifeguard                        |
| <input type="checkbox"/> Front Desk Assistant               | <input type="checkbox"/> Swim Instructor                  |
| <input type="checkbox"/> Maine Bound Adventure Center Staff | <input type="checkbox"/> Intramural Sports Official       |
| <input type="checkbox"/> Group Ex Instructor                | <input type="checkbox"/> Youth Camp Counselor             |
| <input type="checkbox"/> Personal Trainer                   | <input type="checkbox"/> Marketing or New Media Assistant |
| <input type="checkbox"/> Database Admin/ IT Assistant       |   |

I certify that the information contained in this application is true to the best of my knowledge and belief. I understand that any material omission of fact or misrepresentation may result in my discharge, if hired, regardless of when discovered. Unless otherwise expressly stated in a written appointment to a position or in a written contract of employment duly approved and executed by UMaine, regular student and part time student staff are considered employees at will, and either UMaine or the employee may terminate the employment relationship upon giving the proper advance notice. I grant permission to the University of Maine to investigate my employment, education, criminal, driving, and social security histories and other records to verify the information I have provided in this application and/or any additional information I have provided. I further release the University, former employers, former educators, references, and others from any liability resulting from such investigation and any actions taken as a result of the investigation. **NOTE: Unsigned applications will not be considered.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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**EMPLOYER INFORMATION:** List present or most recent employer FIRST. Include armed forces and volunteer experiences. Resumes and cover letters are required and may NOT be substituted for the following information.

\*\* If additional space is needed, please use a separate sheet. \*\*

May we contact your current supervisor? \_\_\_\_\_ May we contact your previous supervisor(s)? \_\_\_\_\_

Employer 1: \_\_\_\_\_ Position or Title: \_\_\_\_\_

Immediate Supervisor's Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Total Time Employed: \_\_\_\_\_ Full/Part Time: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

Employer 2: \_\_\_\_\_ Position or Title: \_\_\_\_\_

Immediate Supervisor's Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Total Time Employed: \_\_\_\_\_ Full/Part Time: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

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**EDUCATION RECORD:** Give your complete educational history. Transcripts *may* be required.

	<b>Name &amp; Location</b>	<b>Highest Grade/Level Completed</b>	<b>Dates</b>	<b>Degree</b>
High School	_____	_____	_____	_____
Post High School	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____

<b><u>Certification or License</u></b>	<b><u>Date Certified</u></b>	<b><u>Expiration Date</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**REFERENCES:**

Please provide the names and phone numbers or email addresses of three references to whom you are not related.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, 207.581.1226.