

You should be aware before starting the application process that you may be eliminated from the hiring process for any of the following:

AUTOMATIC DISQUALIFIERS

DISQUALIFYING CONVICTION: The following conviction(s) would require a waiver from the Board of Trustees, Maine Criminal Justice Academy. Filing for a waiver would be at the sole discretion of Two Bridges Regional Jail.

1. Murder
2. Any Class A, Class B or Class C crime.
3. Any Class D conviction in the past ten (10) years (including OUI)
4. Any Class E conviction in the past ten (10) years for which the crime is contained in Chapter 15 (theft) Chapter 19 (falsification in official matters) Chapter 25 (bribery and corrupt practices) or Chapter 45 (drugs) of the Maine Criminal Code, Title 17-a, MRSA or;
5. Any other conviction of a crime or crimes under the laws of the United States or any other state that prohibits the same unlawful conduct described above.

DISQUALIFYING CONDUCT: Disqualifying conduct, regardless of whether the applicant was charged or convicted would require a waiver from the Board of Trustees, Maine Criminal Justice Academy. Filing for a waiver would be at the sole discretion of Two Bridges Regional Jail.

1. Murder;
2. Any Class A, Class B or Class C crime; (felony crimes)
3. Conduct specified in 1 or 2 above in another state or jurisdiction.

Lincoln and Sagadahoc Multicounty Jail Authority

APPLICATION FOR EMPLOYMENT

Two Bridges Regional Jail

522 Bath Road
Wiscasset, ME 04578
207-882-2602

An Equal Opportunity Employer

POSITION APPLIED FOR: _____ DATE: _____

How did you learn about us? Advertisement Friend Inquiry Employment Agency
 Relative Job Fair

APPLICANT IDENTIFICATION

Last Name		First Name		M.I.
Mailing Address		Town	State	Zip Code
Phone	Phone	Email Address (if provided all correspondence will be sent here)		
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No When? _____				
Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you available to work <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Temporary				
Date available to work: ___/___/___		What is your desired salary range?		

RESIDENCE - List all addresses where you have lived during the **past ten years**, beginning with present address. List date by month and year attach extra page, if necessary.

From	To	Address

WORK HISTORY - Beginning with your present or most recent job, list all employment held for the **past ten years**, including part-time, temporary or seasonal employment. Include all periods of unemployment. Attach extra pages, if necessary.

May we contact your present employer? _____

Employer #1	From (mm/yy):	To (mm/yy):
Address	Phone #	
Job Title	Supervisor	
Duties		
Reason for Leaving		

Employer #2	From (mm/yy):	To (mm/yy):
Address	Phone #	
Job Title	Supervisor	
Duties		
Reason for Leaving		

Employer #3	From (mm/yy):	To (mm/yy):
Address	Phone #	
Job Title	Supervisor	
Duties		
Reason for Leaving		

Employer #4	From (mm/yy):	To (mm/yy):
Address	Phone #	
Job Title	Supervisor	
Duties		
Reason for Leaving		

Employer #5	From (mm/yy):	To (mm/yy):
Address	Phone #	
Job Title	Supervisor	
Duties		
Reason for Leaving		

MILITARY RECORD

Have you served in the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date of Service: From		To	Branch of Service
Highest rank held			
Were you ever disciplined while in the military service? (Include Court Martial, Captain's Mast, Company Punishment, Article 15, etc) <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, Charge	Agency	Date	Disposition

If you received a discharge other than honorable, give complete details on a separate sheet of paper.

EDUCATION HISTORY

Last Year Completed	Name and Location	Major	Minor	Type of Degree
High School 1 2 3 4				
College or University 1 2 3 4				
Grad School 1 2 3 4				
Prof School 1 2 3 4				
Other 1 2 3 4				

CONVICTIONS

<p>Have you ever been convicted of a crime in any state or country?</p> <p>(YES)_____ (NO) _____</p> <p>If yes, provide date, city/or town and explain in detail: _____</p> <p>_____</p> <p>_____</p>

SPECIAL QUALIFICATIONS & SKILLS

List any special licenses you hold (such as pilot, radio operator, scuba, etc.), showing licensing authority, original date of issue, and date of expiration.
List any specialized equipment or machinery that you can operate.
List any special skills or qualifications you may possess.

REFERENCES OR ACQUAINTANCES

List three persons who know you well enough to provide current information about you. Do not list relatives or former employers.

Name:	Address:	Home Phone:
Yrs Known:	Business Address:	Business Phone:

Name:	Address:	Home Phone:
Yrs Known:	Business Address:	Business Phone:

Name:	Address:	Home Phone:
Yrs Known:	Business Address:	Business Phone:

PERSONAL DECLARATIONS

Do you have any other beliefs or prejudices which would prevent you from fully performing the duties of the position you are applying for? (YES) _____ (NO) _____
If YES, explain:

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED or REVIEWED THE JOB DESCRIPTION/REQUIREMENTS (located on our website) FOR THE JOB WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied: A review of the activities involved in such a job or occupation has been given.

___ Yes ___ No

“I certify that the information submitted by me in this application is true and complete with no omissions to the best of my knowledge, and understand that, if employed, falsified statements on this application could be grounds for dismissal. I also understand that a person who makes a written false statement, with the intent to deceive a public official in the performance of his official duty, may be found guilty of **Unsworn Falsification**, 17-A MRSA Section 453, a Class D Misdemeanor.”

Signature

Date

Email This Application to: sschutt@tbrj.org

OR

Submit in person or mail to: 522 Bath Rd. Wiscasset, Maine 04578

Contact Sgt. Schutt with any questions 1 (207) 315 8603