

APPLICATION FOR EMPLOYMENT

Emera Maine
P.O. Box 932
Bangor, ME 04402-0932
Website: www.emeramaine.com
Email: jobs@emeramaine.com
Fax: (207) 973-2813

Emera Maine is an Equal Opportunity Employer. Applicants are considered for all positions and all employees are treated during employment without regard to race, color, religion, sex, sexual orientation, age, disability, Vietnam Era and/or disabled veteran status, national origin or any other characteristic protected under federal, state or local law, and to affirmatively seek to advance the principles of equal employment opportunity.

PERSONAL

Name: _____ Date: _____
Last First Middle

Address: _____

Home Telephone: () _____ Hours you may be reached: _____

Work Telephone: () _____ May we contact you at work? Yes No

Position Applying For: _____ Full-time Part-time

Have you ever worked at Emera Maine? _____
Department Date

Have you ever applied to Emera Maine? _____
Last Position Date

Are you 18 years of age or older (required for compliance with child labor laws)? _____ If no, can you furnish a work permit, if required? _____ Are you currently authorized to work and remain in the United States? _____ (Appropriate documentation will be required upon offer and acceptance of employment.) Based on the job description, are you able to perform the essential functions of this job with or without a reasonable accommodation? _____

Do you have relatives employed at Emera Maine? _____
Name Department Relationship

Do you have a current Maine Driver's License? Yes No

If yes, what type? Class A Class B Class C Endorsements? _____

EMPLOYMENT HISTORY

List all current and previous jobs and activities including part-time employment while in school, self-employment, volunteer work and periods of unemployment. Exclude organization names which indicate race, color, religion, sex, sexual orientation, age, disability, Vietnam Era and/or disabled veteran status, national origin or any other characteristic protected under federal, state or local law. Begin with your present or most recent position.

1) _____
Employer Telephone Dates Worked
Address Street City State Position Title

May we contact your current employer? _____ Name and Title of Supervisor _____

Reason for Leaving: _____

2) _____
Employer Telephone Dates Worked
Address Street City State Position Title

Name and Title of Supervisor _____

Reason for Leaving: _____

3) _____
Employer Telephone Dates Worked
Address Street City State Position Title

Name and Title of Supervisor _____

Reason for Leaving: _____

EMERA MAINE APPLICATION FOR EMPLOYMENT

Name & Location

Degree

Major

GPA

EDUCATION

High School: _____

College: _____

Commercial/Trade School: _____

Graduate School: _____

Other: _____

Scholastic Honors: _____

List Publications, thesis, professional licenses: _____

LEGAL

Have you ever been convicted (including convictions now on appeal) by any law enforcement authorities for any violation of any law, regulation, or ordinance in the last seven (7) years? For the purposes of this question, minor traffic offenses, infractions or citations, expunged or annulled convictions (including juvenile convictions) should not be included when responding to this question. A conviction will not necessarily disqualify you from employment. Emera Maine will consider additional factors, including, but not limited to, the relationship between the conviction and the position held.

Offense	Date	City/State	Final Action
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Offense	Date	City/State	Final Action
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REFERENCES

Please provide three (3) business references:

	Name	Address	Telephone	Business/Profession
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1. _____

2. _____

3. _____

Earliest day you can begin employment at Emera Maine: _____

APPLICANT: PLEASE READ CAREFULLY BEFORE SIGNING:

This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

I understand that my employment and continued employment is contingent upon satisfactory consumer reports and criminal background checks. I authorize Emera Maine to investigate, verify and discuss all information set forth in my employment application, by contacting my prior employers, colleagues, educational institutions, and other references set forth above, and by any and all other means authorized or permitted by law, including any consumer reports and criminal background checks. I authorize any entity or person named in this application to provide Emera Maine with any and all information in their possession, custody or control regarding me, whether or not it is in their records, and to provide Emera Maine with information that may be requested by Emera Maine to arrive at an employment decision. I hereby release and agree to hold harmless Emera Maine and its affiliates, and all of its respective employees, agents and representatives, from any and all claims, liability or damages that may arise as a result of taking any actions described herein. In addition, I hereby release and agree to hold harmless any and all individuals and entities that provide any information concerning me, whether orally or in writing, in response to a request for such information from Emera Maine.

I understand that a medical examination may be required to verify fitness to work and a pre-employment drug test may be required after a job offer has been extended and prior to beginning work. Offers of employment are contingent upon passing the pre-employment testing.

I understand and agree that if I am hired, my employment with Emera Maine will be terminable "at will." As an at-will employee, I understand and agree that I have the right to terminate my employment with Emera Maine at any time, for any reason, with or without notice, with or without cause, and that Emera Maine retains the same rights. If I am hired, I understand that all benefits, policies, procedures and other terms and conditions of employment may be changed by Emera Maine at any time, for any reason, with or without notice. I understand that this application form, any and all policies, practices and procedures of Emera Maine, and all other communications provided or distributed to me by Emera Maine, whether written or verbal, before hire or after I am employed, do not constitute or supplement any contract of employment. I further understand that no agent, employee or representative of Emera Maine has the authority to make any promise or agreement contrary to any of the foregoing, unless it is in writing and signed and specifically authorized by the President of Emera Maine. If I am employed by Emera Maine, I promise to comply with all policies, rules and regulations implemented by Emera Maine as set forth in Emera Maine's policy manual or other communications distributed to employees.

I understand that if I am hired, I must be able to furnish proof of my identity and eligibility to work in the United States within 72 hours of employment (using forms of documentation deemed acceptable by the United States Citizenship and Immigration Services). I understand that failure to provide such proof of identity and employment authorization will result in my immediate discharge.

I hereby certify that the facts set forth in my employment application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that any omissions or false or misleading statements in this application or in interviews or other aspects of the hiring process may result in my disqualification from further consideration for employment or, if already employed, such information may be grounds for immediate termination of my employment.

By signing below, I hereby acknowledge that I have read, agree to and accept the above terms and statements.

Emera Maine is an Equal Opportunity Employer

Signature of Applicant

Date _____

COMPANY USE

**EMERA MAINE EMPLOYMENT APPLICATION FOR HUMAN
RESOURCE DEPARTMENT USE ONLY**

Position (s) applied for is open: D Yes D No

Interviewed: D Yes D No

Position Considered For: _____ Date: _____

Other Candidate Hired: _____

Position Not Filled: _____

Position Filled Internally: _____

Applicant Hired: _____ Date: _____